

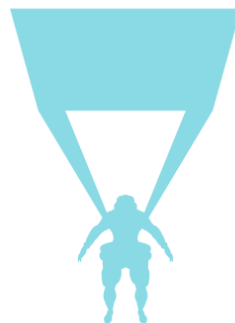
ŠIBENIK UNIVERSITY OF APPLIED SCIENCES

DEPARTMENT OF ADMINISTRATIVE STUDIES

PROFESSIONAL UNDERGRADUATE STUDY ADMINISTRATIVE STUDY

**CURRICULUM
OF PROFESSIONAL UNDERGRADUATE STUDY
ADMINISTRATIVE STUDY**

ACADEMIC YEAR 2025/26.



Šibenik, 2025.

1.PREAMBLE

The Professional Undergraduate Study Program Administrative Studies provides a high level of administrative law education necessary for managing complex issues of a private and public law nature in which legal relationships of varying degrees of complexity are encountered and resolved, and provides the basis for the education of experts in the profile of administrative law.

The student of the professional undergraduate study Administrative study responds to the needs of the modernization of the largest number of professional staff in the state administration, public services, judiciary and economic entities by its educational profile.

Professional study consists of six semesters. In the first two years (four semesters), basic administrative and legal education is provided, in the fifth semester, specialist courses are offered, while in the sixth semester, a semester-long professional practice and final thesis are carried out.

After passing all enrolled courses and defending the final thesis, the title is obtained: professional bachelor's degree (baccalaureus) in public administration (bacc. admin. publ.).

The professional bachelor's degree in public administration is based on the education of students for professional work in public administration, with the application of modern administrative knowledge and skills that ensure educated staff for work, especially in state administration bodies, local self-government and public services.

Professional undergraduate study Administrative study lasts three years, during which the student is required to enroll and pass courses worth a minimum of 180 ECTS points.

When enrolling in the study year, the student enrolls in courses whose total is a minimum of 30 ECTS to a maximum of 35 points per semester, i.e. a minimum of 60 ECTS to 66 ECTS points per year, in accordance with the Study Regulations.

The regulations on studying regulate general issues organized and carried out by the University of Applied Sciences in Šibenik, which primarily relate to conducting studies and studying in the context of the implementation of the Bologna Declaration, the ECTS credit system, and issues related to professional bodies responsible for monitoring the quality of studies. The regulations on studies regulate issues related to the conduct of studies in undergraduate professional and graduate professional studies: types of studies, duration of studies, enrollment in studies, organization and method of conducting studies, student status, rules on exams, appeals on grades, procedures exam repetitions, the right to view exam results, advancement through studies, professional practice, completion of studies, ensuring the quality of studies and other issues of importance for studying at the University of Applied Sciences in Šibenik. The prerequisite for enrollment in the higher study year is to complete the courses from the lower study year (confirmed by the signature of the course holder) and to have achieved at least 50 ECTS points from the previous study year.

Before submitting the final thesis for assessment and defense, the student must pass all previously enrolled courses, submit a professional practice diary and obtain a minimum of 160 ECTS points.

2. LOCATION OF TEACHING ON THE PROFESSIONAL UNDERGRADUATE STUDY ADMINISTRATIVE STUDY

Teaching at the Professional Undergraduate Studies Administrative studies are conducted at the University of Applied Sciences in Šibenik, in Šibenik, at Trg Andrije Hebranga 11. In addition to the service office, there are 17 lecture halls with a total area of 1167 m² at the mentioned location.

The spaces where the teaching process takes place provide optimal conditions considering the number of enrolled students (table 1).

The mentioned space contains spatial capacities that, following the standards of teaching in higher education, enable students to have quality monitoring and participation in teaching activities.

Classes at the University of Applied Sciences take place throughout the week from Monday to Friday (in exceptional cases on Saturday mornings) according to the timetable published on the bulletin boards and on the official website of the University of Applied Sciences. In accordance with the requirements of the Ordinance on the contents of the permit and the conditions for issuing a permit for the performance of higher education activities, the implementation of the study program and the re-accreditation of higher education institutions (Official Gazette, number 24/10) article 5, paragraph 2, the University of Applied Sciences complies with the ratio of the number of enrolled students and spatial possibilities for conducting classes (minimum requirement is 1.25 m² / student).

3. LIST OF COURSES, PROFESSORS AND ASSOCIATES, COURSE SCHEDULE AND WORKLOAD OF STUDENTS ON THE PROFESSIONAL UNDERGRADUATE STUDY ADMINISTRATIVE STUDY

Entrustment of teaching for the professional undergraduate course Administrative study in the academic year 2025/26.									
Semester	O/E	Host	College	Lectures	E/S	weekly number of hours-L	weekly number of hours – E/S	ECTS	
I.SEMESTER									
W	O	Veštić Mirčeta, S.	Introduction to the theory of law	Veštić Mirčeta, S.	Veštić Mirčeta, S.	3	2S		7
W	O	Rančić I.	Introduction to administration	Rančić I.	Rančić I.	3	1S		6
W	O	Žaja, J.	Financing of public administration	Žaja, J.	Žaja, J.	3	1E		5
W	O	Nimac, K.	Contemporary constitutional systems	K. Nimac	K. Nimac	3	2S		6
W	O	Beljo, I.	Statistics	Beljo, I.	Beljo I.	2	1E		3
W	O	Bratić I.	English in administration 1	Bratić I.		2			3
					II. SEMESTER				
S	O	Veštić Mirčeta, S.	Administrative law 1	Veštić Mirčeta, S.	Veštić Mirčeta, S.	3	1S		6
S	O	Nimac, K.	Constitutional law of the Republic of Croatia	K. Nimac	K. Nimac	3	2S		6
S	O	Rančić, I.	Basic administrative systems	Rančić, I.	Rančić, I.	3	1S		6
S	O	Poljičak I.	Sociology of administration *	Poljičak I.	Poljičak I.	2	1S		5
S	O	Livaja I.	Administrative informatics	Livaja I.	Livaja I.	1	3E		4

S	O	Bratić I.	English in administration 2	Bratić I..		2			3
					III. SEMESTER				
W	O	Lalić, A.	Administrative procedural law	Lalić, A.	Lalić, A.	3	1E		7
W	O	Runjić Lj.	Basics of international law	Runjić Lj. / Burić, M.D.	Burić M.D.	3	1S		5
W	O	Terze N.	Office business and correspondence *	Terze N.	Terze N.	2	2E		4
W	O	Veštić Mirčeta, S.	Administrative law 2	Veštić Mirčeta, S.	Veštić Mirčeta, S.	3	1		6
W	O	Bratić I.	English in administration 3	Bratić I		2			3
W	O	Runjić Lj.	European Union law	Runjić Lj.(Burić M.D.	Burić M.D.	3	1E		5
					IV. SEMESTER				
S	O	Lalić, A.	Judicial supervision of the administration	Lalić, A.	Lalić, A.	3	2E		6
S	O	Rančić, I.	E-government	Rančić, I.	Rančić, I.	3	1E		5
S	O	Galić, A.	Local self-government	Galić, A.	Galić, A.	3	1E		5
S	O	Zlatović D.	Fundamentals of labor, social and civil service law	Zlatović D.	Zlatović D.	3	1E		6
S	O	Bratić I.	English in administration 4	Bratić I.		2			3
S	O	V. Jurin Bakotić	Basics of civil law	V. Jurin Bakotić	V. Jurin Bakotić	3	1E		5

					V. SEMESTER				
			Elective college**						
W	E/MA	Rančić I.	Commercial communal law	Rančić I.	Rančić I.	3	1E		5
W	E/MB	Jurin Bakotić V.	Land registry law	Jurin Bakotić V.	Jurin Bakotić V.	3	1E		5
W	E/MB	Runjić, LJ	Law of international organizations	Runjić, Lj./ Burić M.D.	Burić M.D.	3	1S		
W	E/MA	Galić A.	Nomotechnics	Galić A.	Galić A.	2	2E		5
W	E/MB	Jurin Bakotić V.	Status right of citizens	Jurin Bakotić V.	Jurin Bakotić V.	3	1E		5
W	E/MA	Zlatović D.	Management of companies	Zlatović D.	Zlatović D./ Burić M.D.	3	1E		5
W	E/MB	Spahija, M.	Judicial administration	Spahija M.	Spahija M.	2	2E		5
W	E/MA	Mečev, D.	Public sector economics	Mečev D.	Mečev D.	3	1S		5
W	E	Livaja, I.	Databases in public administration ***						
					VI.SEMESTER				
S	O	Kedžo Z.	Public relations and communication in public administration ***	Kedžo, Z.	Kedžo, Z.	2	2E		5
S	O	Rančić, I.	Professional Practice	Rančić I.	Rančić, I.				15
S	O	Mentor	Final Thesis						10

*Teachings at the Professional Undergraduate Study Administration study are conducted in rotations and live at the Polytechnic, except for the Sociology of Administration course, which will be held according to a weekly schedule throughout the semester. Only exceptionally, teaching in the hybrid model (live and distance learning) can be carried out in the Office Business and Correspondence course.

** In the 5th semester, students decide to enroll in 6 elective courses in the module teaching system.

A. PUBLIC MANAGEMENT

Management of companies (holder D. Zlatović)

Commercial communal law (holder I. Rančić)

Public sector economics (instructor: D. Mečev)

Nomotechnics (holder: A. Galić)

B. PUBLIC ADMINISTRATION AND JUDICIARY

Judicial Administration (holder: M. Spahija)

Land registry law (holder: V. J. Bakotić)

Law of international organizations (holder: Lj. Runjić)

Status right of citizens (holder: V. J. Bakotić)

NOTE: Students opt for module A or module B + two courses from another module of their choice. An even representation of enrolled students per individual module is ensured, so that a specific module is filled with priority applications up to a maximum number of 50% of participants in a given academic year.

*** In the 5th semester of the 2025/26 academic year, the elective course Databases in Public Administration will not be offered. The course Public relations and communication in public administration is held in the rotation at the beginning of the VI. semester.

4. ACADEMIC CALENDAR FOR THE ACADEMIC YEAR 2025/26

I.

Classes at the professional studies of the Polytechnic of Šibenik in the academic year 2025/2026 begin on September 29, 2025.

II.

Classes in the winter semester will be held from September 29, 2025 to December 23, 2025 and from January 7, 2026 to January 23, 2026.

Classes in the summer semester will be held from February 23, 2026 to June 5, 2026.

III.

Additional, consultative, classes for part-time students will be held at the times prescribed by the Decision on the adoption of the implementation plans of study programs in the academic year 2025/2026.

IV.

Winter holidays will last from December 24, 2025 to January 6, 2026 and during that period the Polytechnic will not work with students.

The summer holidays last from July 20, 2026 to August 14, 2026, and during that period the Polytechnic will not work with students.

V.

Enrollment in higher years of study for the academic year 2026/2027 will take place from September 15 to 25, 2026.

5. SCHEDULE OF CUMULATIVE TEACHING

Classes at the Professional Undergraduate Study Administrative Study of the University of Applied Sciences in Šibenik are conducted cumulatively, i.e. in cycles according to the schedule published on the University of Applied Sciences website www.vus.hr.

6. EXAMINATION DEADLINES AND DATES FOR THE ACADEMIC YEAR 2025/26

The regular winter exam period runs from January 26, 2026 to February 20, 2026.

The regular summer exam period runs from June 8, 2026 to July 3, 2026.

The regular fall exam period runs from August 24, 2026 to September 18, 2026.

7. CURRICULUM AND COURSE CONTENT WITH EXPECTED LEARNING OUTCOMES AND BASIC LITERATURE

1. GENERAL COURSE INFORMATION			
1.1. Course title	INTRODUCTION TO THE THEORY OF LAW	1.8. Course code in ISVU	
1.2. Course lecturer	Sanja Veštić Mirčeta, mag.iur., s. lecturer	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	(45+0+30+0)
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate Study Administrative Study	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	
1.6. Year of study	1.	1.13. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	7	1.14. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>

2. COURSE DESCRIPTION	
2.1. Course objectives	Course objective is to adopt fundamental terms of state and law for the purpose of understanding legal system.

2.2. Terms of course entry and required competences	Terms of entry for the first year of study.		
2.3. . Learning outcomes on the study programme level	LO 1, 2, 10		
2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)		Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis
	To analyze elements of state and to differ state and other organizations.		4
	To present state structure.		5
	To classify state based on different criteria.		5
	To compare different theory of law and to interpret trend of further development.		4,5
	To compare custom, moral and legal order.		4
	To judge critically norms, legal provisions and legal acts.		6
	To analyze elements of legal relation.		4
	To select legal norm.		6
	To classify legal legal institutions, legal branches and legal areas.		5

2.5. Course content according to detailed curriculum schedule	Constructive allignement					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
		Introduction to course and lesson plan. Concept of state	1	Listen to lectures and read literature, discuss. Get to know course content and documents on e-learning.	On colloquium or on exam students know to define and to explain concept of organisation and to define, to explain and to diferentiate concepts of power, coercion, authority, legitimacy and hierarchy.	12 hours

		Concept of state	1	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to define concept of state, to specify, to describe, to explain and to analyze specific characteristics of state. Written and presented seminar paper.	12 ours
		State organization	2	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to define , to explain and to analyse temrs: state officials, state organs and jurisdiction, to specify, to explain and to diferentiate types of state organs, to specify, to explain and to diferentiate levels of division of labor in state, to specify, to explain and to analyze state activities, to explaine hierarchy in state and to describe sstate organisation in Republic of Croatia. Written and presented seminar paper.	12 ours
		Types of states	3	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to specify types of states and to explain distinguishing criteria, to explain and to analyze types of states. Written and preseted seminar paper.	12 ours
		Theory of law	4	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to explain developement and content of different theoryies of law as well as their relations. Written and preseted seminar paper.	12 ours
		Legal order and moral order	5	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to define concept of law, to define and to explain social norm, to define, to explain and to analyze customs, moral and legal norms, to explain sources of legal norms, relationship between state and law, role of other subjects in creating legal norms, procedural law. Written and presented seminar paper.	12 ours
		Legal norm and legal acts	6	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to explain structure of legal norm, to explain and to analyze delict, legal responsibility, sanctions and punishments. Written and presented seminar paper.	12 ours

		Legal norm and legal acts	6	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to differentiate and to explain types of legal norms, to define and to explain legal acts, to explain analyze hierarchy of legal norms and legal acts, to explain and to analyse principle of legality. Written and presented seminar paper.	12 ours
		Legal norm and legal acts	6	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to define, to explain and to analyze constitution, laws, bylaws, general acts of social organizations, customary law, individual legal acts, validity, fairness and efficiency of legal norms (acts). Written and presented seminar paper.	12 ours
		Legal relation	7	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam student know to define, to explain and to analyze legal relation, composition and types of legal relation, legal subjects, legal object, legal authorisation, legal obligation and legal object. Written and presented seminar paper.	12 ours
		Legal relation	7	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to explain and to analyze formation and termination of legal relation, to define, to explain and to analyse legal facts and legal evidence, legal actions and legal gaps. Written and presented seminar paper.	12 ours
		Application of legal norm	8	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to explain application of legal norms. Written and presented seminar paper.	12 ours
		Application of legal norm	8	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to explain application of legal norms. Written and presented seminar paper.	12 hours
		Systematisation of legal norms	9	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to define and to explain systematization of legal norms and to define, to differentiate and to analyze legal institutions, legal branches and legal areas. Written and presented term paper.	12 ours

		Final observations / Repetition and preparation for exam.		Listen to lecture, read literature, discuss, write and present seminar paper.		42 hours
3. EVALUATION OF STUDENTS' WORK						
3.1. Students` obligations	In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70% . Part-time students are required to attend classes at least 50%. All students are obligated to write and to present seminar paper. Students who have during the course achieved: <ul style="list-style-type: none">from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year;from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period;more than 50% - students have the right to take the final exam. Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes, writing and presenting term paper and through two colloquia); b) during the course (active participation in classes and writing and presenting term paper) and by passing the exam (written and oral part of the exam).					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course))	Attendance	2, 5 ECTS	Written exam	2 ECTS (no colloquium=	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	3,5 ECTS (no exam)	Seminar paper	1	Other	
	Class activity		Oral exam	1,5 (no colloquium)	Other	
3.3. . Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as: <ul style="list-style-type: none">1. Attending classes and exercises. 75 hours2. Writing and presenting seminar paper. 30 hours Preparing colloquia or exams through individual work. 105 hours					
4. FORMIRANJE OCJENE						
4.1. Grading seminar papers	-					
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average	
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and	

					concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.				
4.3. Final grade according to evaluation elements	Active course attendance	70-74,9% attendance		75-80% attendance		80-89,9% attendance		90-100% attendance	
		3 points		5 points		7 points		10 points	
	Seminar paper	2		3		4		5	
		5 points		6 points		8 points		10 points	
	Colloquia/ Written exam	2		3		4		5	
		50-64,9%		65-79,9%		80-89,9%		90-100%	
		25 points		30 points		35 points		40 points	
	Oral exam	2		3		4		5	
		25 points		30 points		35 points		40 points	
4.4. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade		ECTS grade				
		90-100%	5		A				
		80-89,9%	4		B				
		65-79,9%	3		C				
		60-64,9%	2		D				
		50-59,9%	2		D				
5. ADDITIONAL COURSE INFORMATION									
5.1. Compulsory literature (available in the library and via other media)	Title						Number of copies in the library	Availability via other media	
	Visković, N., Teorija države i prava, Zagreb, 2006.								
5.2. Additional literature (at the moment of changes and/or amended of study programme)	Visković, N., Pojam prava, Split, 1981. Visković, N., Argumentacija i pravo, Split, 1997. Burazin, L., Krešić, M., Tucak, I., Priručnik za teoriju prava, Naklada Breza, Zagreb, 2020.								

<p>5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences</p>	<p>The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students' progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.</p> <p>Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.</p>
<p>5.4. Informing about the course and contacting the teacher</p>	<p>It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).</p>

2. GENERAL COURSE INFORMATION

1.1. Course title	INTRODUCTION TO ADMINISTRATION	1.8. Course code in ISVU	
1.2. Course lecturer	Ivan Rančić, s. lec.	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	Pe+s+s
1.4. Study programme (specialist, undergraduate, graduate)	professional undergraduate study Administrative study	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	
1.5. Course status (obligatory, optional)	o	1.12. Number of course revisions	
1.6. Year of study	1	1.14. Modernization	<input type="checkbox"/> da x <input type="checkbox"/> ne
1.7. Credit score (ECTS)	6	1.14. Percentage estimate of course changes and/or supplements	Less than 20% More than 20 %

2. COURSE DESCRIPTION	
2.1. Course objectives	The goal of the course is to enable students to acquire basic knowledge about the concept of basic administrative systems, as well as know organization of state administration in the Republic of Croatia, and the organization of administration in comparative administrative systems.
2.2. Terms of course entry and required competences	Conditions for enrollment in the second year of study
2.3. . Learning outcomes on the study programme level	<p>Connect the basic concepts of administrative systems.</p> <p>. Analyze the basic concepts of administrative systems from the science of administration.</p> <p>. Distinguish between the main forms of administration and government relations.</p> <p>Explain and analyze the relationship between administration and citizens from a theoretical perspective.</p> <p>Independently and responsibly search, interpret and apply relevant literature and legal rules in the relationship between administration and citizens.</p> <p>Analyze and apply basic rules in the area of basic administrative systems.</p> <p>Use specific computer skills in basic and advanced administration application packages.</p>

	To foresee the future development of the application of administrative systems.	
2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)	Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis
	<p>1. Define and analyze administrative organizations and the relationship with other parts of public administration in Croatia</p> <p>2. Classify parts of administrative organizations, and explain common features, similarities and differences between individual types of management.</p> <p>3. Interpret the applicable law in administrative organizations, judge which of the offered legal solutions is the most appropriate for the establishment, organization and management of individual organizations and plan the way of establishment, organization and operation of individual organizations, management activities.</p> <p>4. To foresee the procedures for establishing legally relevant facts and deciding on issues related to the role of management in society, and to apply the relevant law to the established facts.</p>	<p>1-3 2-4 3-5 1-3</p>

	<p>5. Select and use various databases on legal sources, court practice and relevant legal literature when preparing a decision on various legal issues related to public or local self-government</p> <p>6. Responsibly and independently search and transfer relevant literature and legal rules in the field of administration of organizations and management activities.</p> <p>7. Propose and argue proposals for optimal administrative organizations and systems for the study of administration.</p> <p>8. To connect the basic concepts of different branches of law.</p> <p>9. Use and develop complex written and oral communication in Croatian and English.</p> <p>10. Predict the future development of administrative organizations and trends in development.</p>		
	.		

2.5. Course content according to detailed curriculum schedule	Constructive allignment					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
	1.	Indroduction to basic administration		They listen to lectures, browse databases and read literature	At the colloquium or written / oral exam, they define the basic concepts of administrative systems from the science of administraction.	
	2.	The meaning of administration in the modern world		They listen to lectures and read literature. During the exercises, they analyze examples from practice independently and in teams and draw conclusions about the application of legal	At the colloquium or written / oral exam, they can enumerate and differentiate the goals of administrative systems and explain the processes of differentiation and integration, i.e. interest dominance and autonomy in administrative systems	

				regulations in administrative organizations In group work, the		
	3.	The role of management		They listen to lectures and read literature. During the exercises, they analyze examples from practice independently and in teams and draw conclusions about the application of legal regulations to a concrete factual situation, and the dilemmas of division	At the colloquium or written/oral exam, they are able to define and describe the specifics of the administration study modality, especially the dilemma of territorial division. Prepared and presented practical work (independently using computer programs and judicial	
	4.			They listen to lectures and read literature. During the		

		Management study system		exercises, independently and in teams, they analyze examples from practice and draw conclusions about the application of legal regulations to a specific factual situation, and draw up acts related to the		
	5.	The science of administration as an empirical science		At the colloquium or written/oral exam, they can define societies of persons, list their common and distinguishing characteristics, that is, analyze and explain the	At the colloquium or written/oral exam, they can define societies of persons, list their common and distinguishing characteristics, that is, analyze and explain the modalities of the management study system.	

				modalities of the management study system.		
	6.	The role of management in society		They listen to lectures and read literature. During the exercises, they analyze examples from practice independently and in teams and draw conclusions about the application of legal regulations to a concrete factual situation related to urbanization and	At the colloquium or written / oral exam, they know how to define the concepts of urbanization and metropolitanization. Prepared and presented practical work (independently using computer programs and sources of judicial and other legal practice	
	7.	Management development		They listen to lectures and read literature. During the exercises, they analyze	At the colloquium or written/oral exam, they know how to define each of the tendencies in	

				<p>examples from practice</p> <p>independently and in teams</p> <p>and draw conclusions about</p> <p>the application of legal</p> <p>regulations to a specific</p> <p>factual situation.</p>	<p>management and list their common</p> <p>and distinguishing characteristics.</p>	
	8.	<p>Tendencies in</p> <p>administration</p>		<p>At the colloquium or</p> <p>written/oral exam, they can</p> <p>define the historical</p> <p>influence and development</p> <p>of the administration, state</p> <p>their common and</p> <p>distinguishing</p> <p>characteristics, or analyze it</p> <p>according to years.</p>	<p>They listen to lectures and read</p> <p>literature.</p> <p>They use multimedia and the</p> <p>network.</p> <p>During the exercises, they</p> <p>individually research the content of</p> <p>this thematic area by searching the</p> <p>database about administration in</p> <p>the political system and its</p> <p>influence on the</p>	

9.		Means of political control of the administration		<p>They listen to lectures and read literature.</p> <p>They use multimedia and the network.</p> <p>During the exercises, they individually research the content of this thematic area by searching the database about administration in the political system and its influence on the</p>	<p>At the colloquium or written/oral exam, they can define what is management in local self-government, state their common and distinguishing characteristics, that is, analyze and explain management modalities in administrative organizations.</p>	
10.		Management as a human activity		<p>They listen to lectures and read literature.</p> <p>During the exercises, they demonstrate the means of</p>	<p>At the colloquium or written / oral exam, they can define the means of political control, state their common and distinguishing</p>	

				political control of the administration	characteristics, that is, analyze and explain the goal of the means of political control of the administration.	
	11.	Organizational structure of the administration		<p>They listen to lectures and read literature.</p> <p>They use multimedia and the network.</p> <p>The types and peculiarities of local bodies are presented.</p> <p>In the group work at the seminar, the brainstorming method and the discussion method</p>	<p>At the colloquium or written/oral exam, they know how to define and interpret local bodies.</p> <p>Propose a way of solving a certain organizational structure of dispute management based on the presented facts of the case.</p>	

	12.	Types of administrations		<p>They listen to lectures and read literature.</p> <p>During the exercises, they analyze examples from practice independently and in teams and search databases about</p>	<p>They listen to lectures and read literature.</p> <p>During the exercises, they analyze examples from practice independently and in teams and search databases about</p>	
	13.	People in the administration		<p>They listen to lectures and read literature.</p> <p>During the exercises, they analyze examples from practice independently and in teams and search databases about</p>	<p>At the colloquium or written / oral exam, they know how to define the jobs of people in the administration and propose a model of participation in a specific working environment.</p>	

	14.	Forecasting in the administration, planning, management in the administration		They listen to the lecture and prepare individually for the exam. During the exercises, they analyze certain definitions related to theoretical management models independe	At the colloquium or written/oral exam, they know how to define and explain the peculiarities of theoretical models.	
	15.	Theoretical management models, Final lecture: recapitulation and repeaters				

3. EVALUATION OF STUDENTS' WORK

3.1. Students' obligations	<p>In accordance with the Rulebook on studying and the Rulebook on assessment and evaluation of student work: for all full-time students, a minimum of 70% class attendance. Part-time students are obliged to attend a minimum of 50% of lectures. All students must create present and positively evaluate a seminar paper. Students who achieved during the course:</p> <ul style="list-style-type: none"> • From 0 – 24.9% of ECTS points - they are graded F (failed) and cannot acquire ECTS points, and must re-enroll in the course in the following academic year; • From 25 – 49.9% - they are graded FX (insufficient) and must sit and pass a written exam (test). The written exam (test) can be held during the regular or extraordinary exam period; • More than 50% - students have the right to access the final exam of the course. Students can pass the final exam from the course in two ways: a) during classes through continuous monitoring of students (active participation in classes and preparation and presentation of practical work and solving a case study and two colloquiums); b) during classes (active participation in classes and preparation and presentation of practical work and solution of case studies) and by taking an exam (written exam). 					
3.2. Monitoring students						

nt work (enter the share of ECT S credit s for each activi ty so that the total numb er of ECT S point s corre spond s to the credit score of the cours e))					Other	
					Other	
3.3. . Stude nt workl oad	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:					
4. FORMIRANJE OCJENE						

4.1. Grading seminar papers	-										
4.2. Grading colloquia/ written and oral exam	<table><tr><td>Unsatisfactory</td><td>Satisfactory</td><td>Above average</td></tr><tr><td></td><td></td><td></td></tr></table>					Unsatisfactory	Satisfactory	Above average			
Unsatisfactory	Satisfactory	Above average									
4.3. Final grade according to evaluation elements	Active course attendance	<p>The paper is not organized in a logical order and lacks structure.</p> <p>Words and expressions not aligned with official terminology. The writing style is not appropriate, the sentences are too long, the</p>	<p>The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion.</p>	<p>The paper is well structured with a clear distinction between the introduction, the main part of the text and the conclusion, which are excellently logically connected to each other.</p>							

		vocabulary is modest and with frequent and			
	Colloquia/ Written exam	frequent and repeated grammatical errors. No sources are given at all. The references do not match the topic and show a superficial approach to researching the topic.	Words and expressions are aligned with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors.	Words and expressions are aligned with official terminology and demonstrate an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.	

	Oral exam	The references do not match the topic and show a superficial approach to researching the topic.	The sources are listed, but incompletely and with errors. References are appropriate for the topic and demonstrate a satisfactory research attitude.	Words and expressions are aligned with official terminology and demonstrate an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.			
4.4. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)			Numerical grade	ECTS grade	
		70-75% prisustva	76-86% prisustva		87-100% prisustva		
		2 bodova	4 bodova		7 bodova		
		2	3		4		
		5 bodova	7 bodova		8 bodova		
		2	3		4		

		50-64,9%	65-79,9%		80-89,9%			
		25 bodova	30 bodova		35 bodova			
		2	3		5			
		25 bodova	30 bodova		35 bodova			
5. ADDITIONAL COURSE INFORMATION								
5.1. Com pulso ry literat ure (avail able in the librar y and via other medi a)	Title			Number of copies in the library	Availability via other media			
	Nauka o upravi,E.pusić,Zagreb 2002.							
5.2. Addit ional literat ure (at the mom ent of chang es	. Koprić, I.,(ur.), Javna uprava – nastavni materijali, Zagreb, Suvremena javna uprava, 2006. 2. Koprić, I. – Marčetić, G.: Obrazovanje upravnog osoblja: iskustva i izazovi u Koprić, I.(ur.): Modernizacija hrvatske uprave, Suvremena javna uprava, Društveno veleučilište u Zagrebu, Zagreb, 2003., str. 191. – 227. 3. Kuhlmann, S., Wollmann, H., Introduction To Comparative Public Administration, Cheltenham, Edward Elgar Publishing Ltd, 2014. 4. Šimac, N.: Izbor i početna izobrazba viših kadrova državne uprave; francuska iskustva i tranzicijske mogućnosti u Koprić, I.(ur.): Modernizacija hrvatske uprave, Suvremena javna uprava, Društveno veleučilište u Zagrebu, Zagreb, 2003., str. 152. – 159.							

and/or amended of study programme)			
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>Control of the quality of students' work and the acquisition of the necessary knowledge and skills will be ensured through interactive work. By keeping records of students' attendance and activities in class and the information obtained about students' progress through colloquia, the information necessary for further instructions to students will be obtained in order to increase the efficiency of their work. Students will be informed about their rights and obligations, work methods and necessary literature.</p> <p>Indicators of the quality assurance system: Student survey, monitoring of annual data from HZZZ on the annual state of student employment, employer and Alumni association surveys</p>		
5.4. Informing about the course and contacting	<p>. Informing about the course and contacting the teacher It is the duty of every student to regularly inform themselves about the course, the course and activities in the class. All information about the holding of classes or possible postponement of classes will be published in a timely manner on the e-learning pages of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour a week), while for short questions</p>		

the teach er	and explanations they can be contacted during classes. It is also possible to ask questions by e-mail (from the official e-mail address on the @vus.hr domain), which will be answered as soon as possible (no later than five working days from the receipt of the e-mail).
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1. GENERAL COURSE INFORMATION			
1.1. Course title	Financing of Public Administration		
1.2. Course lecturer	Jelena Žaja, s.lec.	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates	-	1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	(45+15+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate Professional Study Administrative Law	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st – materials available On-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	4.
1.6. Year of study	1 st	1.13. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	5	1.14. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>

2. COURSE DESCRIPTION	
2.1. Course objectives	<ul style="list-style-type: none"> • To familiarize students with the basic terms of public finance with an emphasis on the topic of tax revenues and budgets. • Demonstrate procedures for determining the tax base and tax liability for basic types of taxes. • Present the procedures for analyzing public revenues and expenditures. • Explain the importance of certain fiscal instruments for financing public administration.

2.2. Terms of course entry and required competences	No conditions.		
2.3. Learning outcomes on the study programme level	LO: 1,4,6,8,10,11		
2.4. Expected learning outcomes on the course level	Learning outcomes towards Bloom's taxonomy: (up to two verbs per LO)		Level of LO: 1. <i>Recapture,</i> 2. <i>Understanding,</i> 3. <i>Application,</i> 4. <i>Analysis,</i> 5. <i>Evaluation,</i> 6. <i>Synthesis</i>
	1. to categorize individual types of public revenues and public expenditures and determine similarities and differences between individual categories of public revenues and expenditures,		5
	2. to differentiate between the basic concepts of tax terminology and link the effects and objectives of taxation,		2, 5
	3. to interpret the basic determinants of income tax, profit tax, and value added tax, and calculate tax base and tax liability,		3,5
	4. to explain concepts from the area of budgeting and the budgeting process and analyze budget documents,		2,4
	5. to determine the goals and effects of fiscal policy and examine the amount, structure, coverage of public debt and the goals of public debt management.		6,5

2.5. Course content according to detailed curriculum schedule	Constructive alignment					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
		Introduction to the course and a detailed performance plan.	-	Listen to the lecture. In seminary teaching, students get acquainted with course content and documents on the e-learning course page through independent work on the computer.	-	2 h
		Financing of public needs. Public goods.	1	Listen to the lecture and read the literature.	At the colloquium or written and oral exam, students can identify funding sources for public needs. They can describe the differences between public and private sector financial activities. They can categorize public revenues and give examples for particular categories of revenues. They can distinguish between taxes and contributions. They can outline the Croatian tax system.	4 h

		Taxes. Tax terminology.	1, 2	Listen to the lecture and read the literature.	At the colloquium or written and oral exam, students can interpret the basic concepts of tax terminology. They can list and explain goals, principles of taxation, and theory of justification for taxation and determine the correlation between the effects and goals of taxation.	4 h
		Tax evasion.	1, 2	Listen to the lecture and read the literature. Students individually or in pairs explore the content of this topic area by searching the database and, based on it and reading literature, students write seminar papers, thus presenting the acquired knowledge and making their ideas and ways to solve problems. Methods of brainstorming and discussion on the exposed topic are applied to the whole group.	At the colloquium or written and oral exam, students can interpret different taxpayer actions aimed at avoiding or minimizing tax liability. Students are familiar with examples of illegal tax evasion; they can propose measures to avoid tax lawfully. They can explain and give examples of the concepts of tax roll and multiple taxations. They created and presented a seminar paper.	4 h
		Income tax.	1, 2, 3	Listen to the lecture and read the literature. In the practical exercises, they determine the amount of income tax on specific examples. They solve case studies on the exposed topic, after which the discussion method is applied.	At the colloquium or written and oral exam, students can explain the concept of income, identify the forms of income subject to taxation, and list the legal regulations governing income tax. Moreover, students can distinguish the basic characteristics of income tax, explain its role in public revenue and analyze the role of personal deduction in the tax system. They solved the case study.	10 h
		Profit tax.	1, 2, 3	Listen to the lecture and read the literature. Individually or in pairs, solve case studies, thus presenting the appropriateness of previously acquired knowledge and presenting adopted expertise and ideas, discussing issues.	At the colloquium or written and oral exam, students can state the basic features of corporate income tax and explain its role in public revenue. They can decide in which cases government bodies will be taxed with profit tax. Furthermore, students can determine the tax base and give an example of the tax incentives in the corporative income tax system. They created and presented a seminar paper.	10 h
		Value-added tax.	1, 2, 3	Listen to the lecture and read the literature. Students individually or in pairs explore the content of this topic area by searching the database and, based on it and reading literature, students write seminar papers, thus presenting the acquired knowledge and making their ideas and ways to solve problems. Methods of brainstorming and discussion on the exposed topic are applied to the whole group.	At the colloquium or written and oral exam, students can state the basic features of VAT and explain its importance for public revenues. They can systematize VAT tax rates. They solved the case study. They created and presented a seminar paper.	8 h
		Excise and special taxes.	1, 2, 4	Listen to the lecture and read the literature.	At the colloquium or written and oral exam, students can state the basic characteristics of special taxes and excise duties and explain their role in public	10 h

				Listen to the lecture and read the literature. Students individually or in pairs explore the content of this thematic area, and based on it and the read literature, students write seminar papers, thus presenting the acquired knowledge and making their ideas and ways to solve problems.	revenues. They created and presented a seminar paper.	
		Fiscal decentralization.	1, 4	Listen to the lecture and read the literature. Students individually or in pairs explore the content of this thematic area and, based on it and the read literature, write seminar papers, thus presenting the acquired knowledge and making their ideas and ways to solve problems.	At the colloquium or written and oral exam, they can explain the concept of fiscal decentralization and its advantages and disadvantages. They can analyze and estimate the degree of fiscal decentralization of the Croatian tax system. They created and presented a seminar paper.	4 h
		Financing of the local government.	1, 2, 4	Listen to the lecture and read the literature. During the practice exercises, they solve a case study.	At the colloquium or written and oral exam, students can identify the basic characteristics of county and city (municipal) revenues and explain their role in public revenues. They solved the case study. They created and presented a seminar paper.	6 h
		Public expenditures.	1, 2	Listen to the lecture and read the literature. Students individually or in pairs explore the content of this thematic area, and based on it and the read literature, students write seminar papers, thus presenting the acquired knowledge and making their ideas and ways to solve problems. Methods of brainstorming and discussion on the exposed topic are applied to the whole group.	At the colloquium or written and oral exam, students can define and describe the concept, types, principles and structure of public expenditure. They created and presented a seminar paper.	8 h
		The budget; budget functions; budget process.	1, 5	Listen to the lecture and read the literature. During the practice exercises, they solve a case study.	At the colloquium or written and oral exam, students can define and describe the underlying concepts of the budget law, categorize budget levels and analyse budget documents. They created and presented a seminar paper.	8 h
		Tax procedure.	1, 5	Listen to the lecture and read the literature. They use multimedia and network. At the seminar, students individually explore the content of this topic area by searching the database and, based on it and reading literature, students write seminar papers, thus presenting the acquired knowledge and making their ideas and ways to solve problems.	At the colloquium or written and oral exam, students can explain the basic principles of the tax procedure, the concepts of tax law, tax-debtor relationship, and the concept of tax supervision. They know how to define the terms tax debt write-off and statute of limitations. They know how to determine the reasons for writing off the tax debt. They have created and presented a seminar paper.	10 h

		Public debt.	1, 6	Listen to the lecture and read the literature. Students individually or in pairs explore the content of this thematic area, and based on it and the read literature, students write seminar papers, thus presenting the acquired knowledge and making their ideas and ways to solve problems. Methods of brainstorming and discussion on the exposed topic are applied to the whole group.	At the colloquium or written and oral exam, students can define and describe the concepts of public loans and public debt. They can determine the scope of public debt and the goals of managing public debt. They critically judge the amount and structure of public debt. They can elaborate on Maastricht's convergence criteria. They created and presented a seminar paper.	8 h
		Fiscal policy.	1, 6	Listen to the lecture and read the literature. Students individually or in pairs explore the content of this thematic area and, based on it and the read literature, write seminar papers, thus presenting the acquired knowledge and making their ideas and ways to solve problems.	At the colloquium or written and oral exam, they can describe and critically evaluate the effects of fiscal policy, define the goals to be achieved by implementing fiscal policy and assess the constraints in implementing fiscal policy.	8 h
		Concluding Considerations / Repeating and Preparing for Exam.		Students listen to lectures, read literature and individually prepare for the exam.		

3. EVALUATION OF STUDENTS' WORK

3.1. Students' obligations	<p>In accordance with the Book of Rules and the Rulebook on Student Assessment and Evaluation: for full-time students, attendance of at least 70% is required. Part-time students are required to attend at least 50% of the classes. All students must create, present and positively colloquy seminar paper.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> From 0 – 24,9% ECTS credits- is rated F (unsuccessful) and cannot get ECTS credits and must re-enrol the subject in the next academic year; From 25 – 49,9% ECTS credits - is rated FX (inadequate) and has to come out and pass the test (exam). A written exam can be held in a regular or extraordinary exam period; More than 50% ECTS credits - students have the right to access the final exam of the subject. <p>Students can pass the final exam in two ways: a) during the course through continuous student attendance (active participation in the lessons, solving case studies, making and presenting the seminar paper and passing colloquium); b) during the course (active participation in the lessons, solving case studies, creating and presenting the seminar paper) and passing the exam (written and oral exam).</p>					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	2	Written exam	1,5 (by submitting colloquium, the student is relieved of a written examination)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	2,5 (by submitting colloquium, the student is relieved of a written and oral examination)	Seminar paper	0,5	Other (inscribe)	

	Class activities		Oral exam	1 (by submitting colloquium, the student is relieved of an oral examination)	Other (inscribe)		
3.3. Student workload	The student's workload on all bases amounts to 1 ECTS point for 30 hours of work per semester and is estimated as follow:						
	<i>Commitment</i>			<i>Hours (estimate)</i>			
	Attending classes			60			
	Creating and presenting seminar paper			15			
	Preparation for the Colloquium / exam through self-study			75			
4. GRADING							
4.1. Grading seminar papers	Valuation Element	Unsatisfactory	Satisfactory		Above average		
	Organization	The paper is not organized in a logical order and its structure is lacking.	The paper is well structured with a clear distinction between the introduction, the main part of the text and the conclusion.		The paper is well-structured with a clear distinction between the introduction, the main part of the text and the conclusions that are perfectly logically linked to one another.		
	Terminology, writing style	Words and phrases are low harmonized with official terminology. Writing style is not appropriate, sentences are too long, modest vocabulary, and frequent and repeated grammatical mistakes.	Words and phrases are aligned with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and has little grammatical errors.		Words and phrases are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.		
	Quoting and referencing	Sources are not specified at all. The references do not match the topic and show a superficial approach to the research topic.	Sources are listed, but incomplete and with errors. The references are appropriate for the subject and show a satisfactory research attitude.		Sources are accurate, complete and consistent. The references are appropriate, their list is "rich" and comprehensive and shows a robust research approach.		
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average		
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.		
4.3. Final grade according to evaluation elements	Active participation in the lessons	70-75% of the attendance		76-86% of the attendance		87-100% of the attendance	Solved case study.
		2 points		4 points		7 points	3 points
	Project	2		3		4	5
		5 points		7 points		8 points	10 points
	Colloquium / written exam	2		3		4	5
		50-64,9%		65-79,9%		80-89,9%	90-100%
		25 points		30 points		35 points	40 points

	Oral exam	2	3	5	5
		25 points	30 points	35 points	40 points
4.4. Final grade according to absolute division		Percentage of adopted knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade	
		90 – 100%	5 (excellent)	A	
		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (good)	C	
		50 – 64,9%	2 (sufficient)	D	
5. ADDITIONAL COURSE INFORMATION					
5.1. Compulsory literature (available in the library and through other media)	Title			Number of copies in the library	Availability via other media
	Arbutina, H., Rogić Lugarić, T., Cindori, S., Bogovac, J., i Klemenčić, I. (2022) Javnofinancijski sustav Republike Hrvatske, Zagreb: Narodne novine (selected chapters). Mečev, D. i Žaja, J. (2017) Financiranje središnje države i lokalnih vlasti. Šibenik, Veleučilište u Šibeniku (selected chapters).			2	online
5.2. Additional literature (at the moment of changes and/or amended of study programme)	Income Tax Act Profit Tax Act Value Added Tax Act Local Taxes Act Budget Act				
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.				
5.4. Informing about the course and contacting the teacher	It is obligatory for every student to regularly inform about the course, teaching and teaching activities. All information about teaching or any delay in teaching will be published on the e-learning pages of the course and the web pages of the Polytechnic. Students can contact the teachers during the consultation term (at least one hour per week), while brief questions and explanations can be addressed during classes. It is possible to ask questions by e-mail (from the official e-mail address of the domain @vus.hr) that will be answered in a short time (no later than five working days from the receipt of the e-mail).				

1. GENERAL INFORMATION			
1.1. Course title	Contemporary constitutional systems	1.8. Course code in ISVU	201172
1.2. Course lecturer	Ph.D. Krešimir Nimac, titular senior lecturer	1.9. Course code in MOZVAG	
1.3. Assistants and/of associates		1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	(45+0+30+0)
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate Professional Study Administrative Law	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. . Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	1
1.6. Year of study	1st	1.13. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	6	1.14. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>

2. COURSE DESCRIPTION	
2.1. Course objectives	The aim of the course is to acquire basic knowledge of general issues of constitutional law, constitutional rule, foundations of government, organization of state power and forms of different state communities, electoral system, constitutional organization of the European Union, human rights and their protection, and constitutional judging.

2.2. Terms of course entry and required competences	No terms	
2.3. . Learning outcomes on the study programme level	LO 1: Connect the basic concepts of different branches of law and generalize the problems of work in public administration	
	LO 2: Analyze the interferences of international, European and national law	
	LO 3: Analyze and critically evaluate the structure, bodies and functioning of the European Union	
	LO 4: Analyze the impact of social processes on the constitutional order, especially the process of globalization, euro-integration, transition, urbanization, regionalization and decentralization	
	LO 8: Use and develop complex written and oral communication in Croatian and English	
	LO 10: Organize and conduct teamwork, and critically evaluate the opinions and attitudes of team members	
	LO 11: Independently and responsibly search, interpret and apply relevant literature and legal sources for drafting and enacting regulations and acts in administrative and other legal proceedings, administrative dispute and action of administrative bodies and organizations, utility companies and institutions	
2.4. Expected learning outcomes on the course level (4-10 learning outcomes)	LO 13: Anticipate the future development of the national constitutional system and the administrative system at different levels	
	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)	Level of LO: 1-Remembering 2-understanding 3- application 4-analysis 5-evaluation 6-synthesis
	1. Define basic concepts and concepts of constitutional law, and link fundamental political theories and explanations of the political process within the function of the constitution in a democratic society	2, 3
	2. Classify and analyze types of constitutions, models of government structures, forms of government, institutions of democratic constitutionality and human rights and freedoms	2, 4
	3. Compare and criticize existing models of government in the world	5
	4. Provide procedures for establishing legally relevant facts and deciding issues in the field of constitutional law	5
	5. Draft a simpler lawsuit to the European Court of Human Rights	6

2.5. Course content according to detailed curriculum schedule	Constructive alignment					
	No.	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
		Introduction into the course and detailed plan.	-	Listen to a lecture. In the course of seminary classes students are introduced to the course content and documents on the e-learning page of the course by working independently on a computer.	-	4 h
		CONSTITUTIONAL LAW AS A BORDER OF LAW - sources of constitutional law, subject matter, methods and relationship with other branches of law	1,2	Listen to a lecture, browse databases, and read literature.	At the midterm or the written / oral exam students can define the basic concepts of constitutional law. They analyze the sources of constitutional law and the relationship with other branches of law.	6 h
		THE CONSTITUTION AND THE CONSTITUTIONAL GOVERNMENT - function of the constitution and development of theories of constitutional rule, interpretation of the constitution	1,2	Listen to a lecture and read literature. At seminary classes, students independently explore the content of this topic area by searching the database.	At the midterm or the written / oral exam students can define the basic functions of the constitution, and know the theories of constitutional rule. Practical work created and presented (using computer programs independently).	10 h
		CONSTITUTIONAL DEVELOPMENT IN THE WORLD - Classical and contemporary constitutionalism, review of major constitutional systems	1,2	Listen to a lecture and read literature. At seminary classes, independently and in a group, using the brainstorming method and methods of discussing types of constitutionalism through examples of large constitutional systems.	At the midterm or the written / oral examination, students can distinguish between classical and contemporary constitutionalism and define their characteristics, and describe the great constitutional systems that exist in the world. Practical work created and presented (using computer programs and sources of legal practice independently).	10 h
		TYPES OF CONSTITUTION - written and unwritten, material and formal, rigid and soft, codified and dispersed	1,2	Listen to a lecture, browse databases, and read literature.	At the midterm or the written / oral exam students can define the types of the constitution according to different criteria.	10 h

					Practical work created and presented (using computer programs and sources of legal practice independently).	
		ADOPTING AND CHANGING THE CONSTITUTION - Audit system	1,2,4	Listen to a lecture and read literature. At seminary classes, students independently and in a group analyze case studies and draw conclusions on the application of legal regulations to a specific factual situation.	At the midterm or the written / oral exam, students can define how to revise the constitution. Practical work created and presented (using computer programs and sources of legal practice independently).	10h
		HUMAN RIGHTS AND FUNDAMENTAL FREEDOMS - An overview of human rights and fundamental freedoms	1,2,4	They listen to a lecture and read literature. They use multimedia and networking. In seminar classes, in group work, students analyze case studies and draw conclusions about the application of legal regulations to a specific factual situation, by applying brainstorming methods and discussion methods on the topic.	At the midterm or the written / oral exam, they can define basic human rights and freedoms, and analyze the historical development of human rights and freedoms with special reference to the classical rights of man and citizen. Practical work drafted and presented (using computer programs and sources of case law and other legal practice independently).	12h
		INTERNATIONAL HUMAN RIGHTS STANDARDS AND THE SYSTEM FOR THE PROTECTION OF HUMAN RIGHTS AND FREEDOMS - Universal Declaration of Human Rights, European Convention for the Protection of Human Rights, European Court of Human Rights	1,2,4,5	Listen to a lecture and read literature. At seminary classes, in group work, students analyze case studies and draw conclusions on the application of legal regulations to a specific factual situation, and draft simpler lawsuits to the European Court of Human Rights.	At the midterm or the written / oral exam, students can define the legal springs and the way to protect human rights in the world with special reference to the European Union, and compare them with national legislation. Practical work drafted and presented (using computer programs and sources of case law and other legal practice independently).	14h
		CONSTITUTIONAL AND LEGALITY CONTROL - principle of constitutionality and legality, formal and substantive	1,2,4	Listen to a lecture and read literature. At seminary classes, students independently and in the	At the midterm or the written / oral examination, students can define the substantive or formal unconstitutionality of a legal provision, and they know the	12h

		unconstitutionality of laws, constitutional courts		group analyze examples of possible violations of the principles of constitutionality and legality on a specific legal norm and legal act.	structure, jurisdiction and decision-making of the constitutional courts in Germany and Austria, as well as the way of controlling the constitutionality and legality in the USA. Practical work drafted and presented (using computer programs and sources of case law and other legal practice independently).	
		BASIC INSTITUTIONS OF DEMOCRATIC CONSTITUTION - Representative Democracy and Immediate Democracy	1,2,	They listen to a lecture and read literature. At seminary classes, students independently and in a group browse databases with special emphasis on the constitution of referendum questions and the boundaries of referendum decision-making. .	At the midterm or written / oral examination, they can describe the procedure for selecting the highest state bodies, and define the referendum, its types and the constitutional limits of referendum decision-making. Practical work created and presented (using computer programs and sources of legal practice independently).	12h
		ELECTION SYSTEM - majority system, proportional representation, preferential votes	1,2,4	Listen to a lecture, browse databases, and read literature. At seminary classes, students group-demonstrate the electoral process and calculate the distribution of mandates according to the election results	At the midterm or the written / oral exam, they can define different election implementation models, majority system, proportional system, preferential voting, constituencies, and voter lists. Practical work created and presented (using computer programs and sources of legal practice independently).	12h
		ORGANIZATION AND RESPONSIBILITY OF AUTHORITIES - diversity of forms of government, efficient and responsible government	1,2,3,4	Listen to a lecture and read literature. At seminary classes, students use the brainstorming method and the method of discussing the advantages and disadvantages of particular forms of government.	At the midterm or the written / oral exam, they can explain the existence of different forms of government, and define the characteristics of the presidential, semi-presidential and parliamentary systems. Practical work created and presented (using computer programs and sources of legal practice independently)	14h
		PARLIAMENTARISM - concept, forms, division of powers, MPs	1,2,3	Listen to a lecture and read literature.	At the midterm or the written / oral examination, students can define the	11 h

				At seminary classes, students individually explore the content of this thematic area by searching a database on the form of parliamentary rule in different countries of the world and the European Union.	basic features of the parliamentary system, the political responsibility of ministers, and parliamentary immunity. Practical work created and presented (using computer programs and sources of legal practice independently).	
		COMPLEX STATES AND STATE COMMUNITIES - Federalism, Confederalism, Unions	1,2,3	Listen to a lecture and read literature. At seminary classes, students analyze, by themselves or in a group, case studies on the forms of organization of different complex countries in the world.	At the midterm or the written / oral exam they can define and distinguish the Confederation from the Federation and other forms of complex states and state communities, and to know the basic features of the structure of Bosnia and Herzegovina. Practical work created and presented (using computer programs and sources of legal practice independently).	12 h
		THE CONSTITUTIONALITY OF THE EUROPEAN UNION - Historical developments and basic documents	1,2	Listen to a lecture, browse databases, and read literature.	At the midterm or the written / oral exam, they can define the basic features of the structure of the European Union and the constitutional choice in the process of European integration. Practical work drafted and presented (using computer programs and sources of European Union law practice independently).	10h
		THE CROATIAN CONSTITUTION IN THE EUROPEAN UNION - The importance of the national Constitution, division of competences Concluding considerations Revision and preparing for the exam	1,2,4	Listen to a lecture and read literature. At seminary classes, students use the brainstorming method and methods of discussing the future constitutional development of the Republic of Croatia within the European Union.	At the midterm or the written / oral examination, they can define the division of legislative competences between the European Union and the Member States, and the manner in which the Republic of Croatia participates in the institutions of the European Union. Practical work created and presented (using computer programs and sources of legal practice independently).	20 h
3. EVALUATION OF STUDENTS' WORK						

3.1. Students` obligations	In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation : for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students must create, present and have a positively rated seminar paper. Students who have achieved during the course: <ul style="list-style-type: none">from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year;from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary examination period;more than 50% - students have the right to take the final exam. Students can take the final exam in the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in teaching, preparation and presentation of seminar work and two midterm exams); b) during class (active participation in teaching, preparation and presentation of seminar work) and taking exams (written and oral part of the exam).					
3.2. . Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	2	Written exam	3 (without colloquia/midterm)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium (midterm)	3,5 (without written exam)	Seminar paper	0,5	Other	
	Class activity		Oral exam	0,5 (without colloquia/midterm)	Other	
3.3. Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:					
	Obligation			Hours (estimated)		
	1. Attendance			60		
	2. Writing seminar paper and presentation			15		
	3. Preparation for the midterm / exam through self-study			105		
4. GRADING SYSTEM						
4.1. Grading seminar papers	The evaluation element	Unsatisfactory		Satisfactory		Above average
	Organization	The paper is not organized in a logical order and lacks structure.		The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion.		The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion, which are logically interconnected.
	Terminology, writing style	Words and expressions are not in line with official terminology. The writing		Words and expressions are in line with official terminology. The writing style		Words and expressions are aligned with official terminology and show an

		style is not appropriate, the sentences are too long, of a modest vocabulary and with frequent and repeated grammatical errors.	is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors.	understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.		
	Citing and references	The sources are not listed at all. The references do not fit the topic and show a cursory approach to exploring the topic.	The sources are listed but incomplete and with errors. The references are relevant to the topic and show a satisfactory research attitude.	The sources are accurately, completely and consistently listed. The references are appropriate, their list is "rich" and comprehensive and show a detailed research approach.		
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory	Above average		
	Student responds by memory, without a deeper understanding, does not know or apply basic terms and concepts, does not know how to apply or explain the contents of the course with examples.		Student reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supporting them with examples.	Knowledge is at the level of analysis, synthesis and evaluation. Student observes the principles of law, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supporting them with examples. Finds solutions that were not originally given and notices correlations with related material.		
4.3. Final grade according to evaluation elements	Active course attendance	70-75% of attendance		76-86% of attendance	87-100% of attendance	Solved case studies
		2 points		4 points	7 points	3 points
	Seminar paper	2		3	4	5
		5 points		7 points	8 points	10 points
	Colloquia/ Written exam	2		3	4	5
		50-64,9%		65-79,9%	80-89,9%	90-100%
		25 points		30 points	35 points	40 points
	Oral exam	2		3	5	5
		25 points		30 points	35 points	40 points
4.4. Final grade according to absolute division	Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade			
	90 – 100%	5 (excellent)	A			

	80 – 89,9%	4 (very good)	B	
	65 – 79,9%	3 (good)	C	
	60 – 64,9%	2 (satisfactory)	D	
	50 – 59,9%	2 (satisfactory)	E	
5. ADDITIONAL COURSE INFORMATION				
5.1. Compulsory literature (available in the library and via other media)	Title		Number of copies in the library	Availability via other media
	1. Smerdel, B., Ustavno uređenje europske Hrvatske II izmijenjeno i dopunjeno izdanje, Narodne novine, Zagreb, 2020., str. 3-259..			
	2. Ustav Republike Hrvatske, pročišćeni tekst Narodne novine 85/10. i 5/14.			
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. Bačić, A., Ustavno pravo, teorija i interpretacija, Split, 1995. 2. Smerdel, B., Sokol, S., Ustavno pravo, Narodne novine, Zagreb, 2009., str. 3.-21., 209.-214., 235.-256., 329.-369. 3. Kostadinov, B., Podolnjak, R., Gardašević, Đ., Horvat Vuković, A. Poredbeno ustavno pravo – dioba vlasti, Pravni fakultet Sveučilišta u Zagrebu, Zagreb, 2022.			
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.			
5.4. Informing about the course and contacting the teacher	It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).			

GENERAL COURSE INFORMATION			
1.1. Course title	Statistics	1.8. Course code in ISVU	201174, 202229
1.2. Course lecturer	Ivana Beljo	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	(30+15+0+0)
1.4. Study programme (undergraduate, graduate)	Undergraduate Professional Study Administrative Law	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	5.
1.6. Year of study	1 st	1.15. Modernization	Yes
1.7. Credit score (ECTS)	3	1.14. Percentage estimate of course changes and/or supplements	Less than 20% X <input type="checkbox"/> More than 20 % <input type="checkbox"/>

2. COURSE DESCRIPTION	
2.1. Course objectives	<p>The goal is to provide students with theoretical knowledge:</p> <ul style="list-style-type: none"> • To define fundamental terms of descriptive statistics. • To effectively understand and recognize fundamental statistical procedures and methods; • To develop and apply the learned content of this course in business practice

2.2. Terms of course entry and required competences	No conditions.	
2.3. . Learning outcomes on the study programme level	LO7: Break down and apply basic rules in the field of IT administrative law and statistics to solving professional problems in the field of public administration. LO 8: Use and develop complex written and oral communication in Croatian and English. LO 10: Organize and implement work in the team, and critically evaluate the opinions and attitudes of the team's stakeholders.	
2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)	Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis
	to define and explain fundamental terms of descriptive statistics	1, 2
	to prepare tabular and graphical data representation of statistical data	3, 4
	to calculate and to interpret measures of central tendency and measures of dispersion	3, 4
	to identify time series type, to calculate and to interpret the values of dynamics indicators	2, 3, 4
	to perform correlation and regression analysis, to comment the results and to draw a conclusion about the relationship between variables	3, 4, 5
	to estimate the linear trend equation and to apply it for forecasting future values of the time series	3, 4, 6

2.5. Course content according to detailed curriculum schedule	Constructive allignment					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
		Introduction into the course and detailed plan.	-	Listen to lectures. Work independently on computer, get to know course content and elearning documents.	-	2 h
		Basic statistical terms.	1, 2	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students define basic statistical terms.	4 h
		Statistical tables. Cumulative frequency	1, 2	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students define basic statistical terms, They describe the data in a tables. They know how to calculate cumulative and relative frequencies.	3 h

		Grouping data and graphical data representatio.	1,2	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students know how to group and graphically present data	3 h
		Measures of central tendency.	1, 2,3	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students know how to define and describe measures of central tendency, division of central tendency. Calculate and comment on the resulting calculations.	4 h
		Measures of central tendency.	1, 2, 3	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students know how to define and describe measures of central tendency, division of central tendency. Calculate and comment on the resulting calculations.	3 h
		Measures of dispersion.	1,2, 3	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students know how to define and describe dispersion measures, division into absolute and relative. Calculate dispersion measures and comment on obtained calculations.	3 h
		Standardized value. Colloquium.	1, 2, 3	Write the colloquium.	-	15 h
		Time series.	1, 2, 4	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students know how to define and differentiate the type of time series, examine and solve dynamic indicators, and comment on obtained solutions	3 h
		Indices.	1, 2, 4	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students know how to define and calculate indices, and comment on solutions obtained.	3 h
		Correlation and regression.	1, 2, 5	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students know how to perform correlation analysis, sketch the scatterplot, calculate Pearson's correlation coefficient, and draw conclusions about the correlation of phenomena.	3 h
		Correlation and regression.	1, 2, 5	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students know how to perform linear regression analysis, comment on solutions, and draw conclusions about the correlation of phenomena.	3 h
		Trend.	1, 6	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students know how to estimate a linear trend equation and apply it when forecasting future values of a time series.	3 h
		Chi-square test. Colloquium	1,4,5,6	Write the colloquium.	-	15 h
		Revision		Listen to lectures and read literature.	-	15 h

3. EVALUATION OF STUDENTS' WORK

3.1. Students` obligations	Student obligations are prescribed by the Study Regulations. It is recommended that students actively participate in classes, which includes engaging in discussions, solving tasks, etc. Students who are unable to attend classes regularly should consult with the professor during consultation hours or via email (ivana.beljo@vus.hr). It is the responsibility of each student to stay informed about the conduct of classes. All announcements regarding the conduct or possible postponement of classes will be posted on the website of the Polytechnic of Šibenik or the course webpage, where all information about the course, as well as teaching materials and a list of literature, can also be found. Students can pass the final exam in the course in two ways: a) During the course through continuous student assessment (active participation in classes and two colloquiums). Students who do not meet some of the learning outcomes are required to take the oral part of the exam. b) During the course (active participation in classes) and by taking the exam (written and oral parts).					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course))	Attendance	0,5	Written exam	1 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	0,5
	Colloquium	2 (without written and oral exam)	Seminar paper		Other	
	Class activity	0,5	Oral exam	0,5 (without colloquia)	Other	
3.3. . Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as: Attending classes and exercises 45 hours Preparing colloquia or exams through individual work 45 hours					
4. FORMIRANJE OCJENE						
4.1. Grading seminar papers	-					
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average	
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.	
4.3. Final grade according to evaluation elements	Active course attendance	Preparation for teaching units; Understanding previous content; Participation in solving tasks together 0 – 20 points				

	Colloquia/ Written exam	Preparation/learning; Scoring and grading according to correct answers in the test. 0 – 80 points (min 40 points)			
	Oral exam	Preparation/learning; additional verification of unachieved learning outcomes			
4.4. Final grade according to absolute division		Postotak usvojenog znanja, vještina i kompetencija (nastava + završni ispit)	Brojčana ocjena	ECTS ocjena	
		90 – 100%	5 (izvrstan)	A	
		80 – 89,9%	4 (vrlo dobar)	B	
		65 – 79,9%	3 (dobar)	C	
		50 – 64,9%	2 (dovoljan)	D	
5. ADDITIONAL COURSE INFORMATION					
5.1. Compulsory literature (available in the library and via other media)	Title			Number of copies in the library	Availability via other media
	Petz, B. i sur. (2012.) Petzova statistika: Osnovne statističke metode za nematematičare, Naklada Slap, Zagreb (selected chapters)			5	
	Dumičić, K. i sur. (2011.) Poslovna statistika, ELEMENT d.o.o., Zagreb (selected chapters)			5	
5.2. Additional literature (at the moment of changes and/or amended of study programme)	Teaching material and exercises Boban, M. i Mečev, D. (2011.) Poslovna statistika, Veleučilište u Šibeniku, recenzirana skripta				
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.				

5.4. Informing about the course and contacting the teacher

It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).

1. GENERAL INFORMATION			
1.1. Course lecturer	Ivana Bratić, prof., higher lecturer	1.8. Course code in ISVU	201175
1.2. Course title	English in administration 1	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(30+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate Professional Study of Public Administration	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	2
1.6. Year of study	1 st	1.16. Modernization	Yes
1.7. Credit score (ECTS)	3	1.14. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	The objective of the course English language 1 is to master basic vocabulary in English related to administrative, legal and business world in general, as well as the accurate grammatical structures that include the correct use of verb tenses in spoken and written English, mastering the new lexical units, and the proper use of syntax in English sentences, as well as the use of general linguistic competences at B1 level.		
2.2. Terms of course entry and required competences	Four-year secondary education completed; Possession of a Level 4.2 qualification according to the CROQF. Proficiency in English at minimum B1 level.		
2.3. Learning outcomes on the study programme level	LO8: Use and develop complex written and oral communication in Croatian and English LO10: Organize and conduct teamwork and critically evaluate the opinions and attitudes of team stakeholders LO12: Compile and draft acts and submissions and to undertake basic procedural actions in administrative and other legal proceedings as well as in the administrative dispute		
2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)		Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis

	1. Understand and apply basic terms in legal English terminology					2,3	
	2. Solve and apply grammatical structures on texts and grammar tasks					3	
	3. Interpret and use verb tenses in a real linguistic context					3,4	
	4. Solve and interpret grammatical tasks in English					3	
	5. Develop and demonstrate (in front of fellow students) a brief presentation in English					3	
	6. Analyze and compare differences in the use of basic verb tenses in English					4	
	7. Select and argue one of the topics within the course					5	
	8. Explain and translate a specific text of a business-legal character					6	
	9. Prepare and compose an essay in English					6	
2.5. Course content according to detailed curriculum schedule	Constructive alignment						
	No	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time	
		Introduction into the course and detailed plan	-	Listen to lectures. Work independently on computer, get to know course content and elearning documents.	-	2 h	
		Grammar review	1,2	Students repeat and name the grammatical structures adopted.	At colloquium or written and oral exam students know how to to understand and apply basic grammatical tenses in the English language and, to apply grammatical structures in texts and grammatical tasks, they are able to use part of general language competence on the B1 level.	4 h	
		Present Simple vs. Present Continuous	1,2,3,4	Students listen to a lecture and read literature. They use multimedia and networking. They solve tasks.	At colloquium or written and oral exam students know how to to understand and apply basic grammatical tenses in the English language and, to apply grammatical structures in texts and grammatical tasks, they are able to use part of general language competence on the B1 level.	3 h	

		Grammar exercises; text analysis, sentence analysis	1,2,3	Students listen to a lecture and read literature. They solve tasks.	At colloquium or written and oral exam students know how to to understand and apply basic grammatical tenses in the English language and, to apply grammatical structures in texts and grammatical tasks, they are able to use part of general language competence on the B1 level.	4 h	
		Business and the law	1,2,3,8	Students read the text, spot new or unfamiliar vocabulary, paraphrase it into English and translate it into Croatian.	At colloquium or written and oral exam students answer the questions regarding the texts from the coursebook and apply new vocabulary.	5 h	
		Past Simple vs. Past Continuous	1,2,3,4	Students listen to a lecture and read literature. They solve tasks.	At colloquium or written and oral exam students know how to to understand and apply basic grammatical tenses in the English language and, to apply grammatical structures in texts and grammatical tasks, they are able to use part of general language competence on the B1 level.	5 h	
		Review 1	1,2,3,5,6	Students solve grammatical tasks and tasks related to understanding, translating and paraphrasing.	Students can apply grammatical structures on texts and assignments, interpret and use verb tenses, are able to communicate in English regarding the topics from the coursebook as well as to express their own opinions, develop a shorter essay within the course topics, use part of general language competences at B1 level.	6 h	
		In house lawyers	5,6,7,8	Students read the text of a legal character, identify new vocabulary, paraphrase it into English and translate it to Croatian.	At the colloquium or the written and oral exam students can apply new professional vocabulary of legal character in written and spoken communication and use part of general language competences at B1 level.	10 h	
		Handling international disputes	5,6,7,8	Students read the text of a legal character, identify new vocabulary, paraphrase it into English and translate it to Croatian.	At the colloquium or the written and oral exam students can apply new professional vocabulary of legal character in written and spoken communication and use part of general language competences at B1 level.	7 h	
		Case study – writing and discussion	1,2,3,5,6,9	Students write an essay in English on one of the topics treated during the course.	At the colloquium or written and oral exam students are able to apply grammatical and syntactic structures and to communicate in English regarding the topics from the coursebook, express their own opinions, develop a short essay, use part of general language competences at B1 level.	6 h	

		Present Perfect Tense	1,2,3,4,6	Students listen to a lecture. They master the details related to form, use, spelling of Present Perfect Tense especially in relation to Past Simple Tense.	At colloquium or written and oral exam students know how to understand and apply basic grammatical tenses in the English language and, to apply grammatical structures in texts and grammatical tasks, they are able to use part of general language competence on the B1 level.	10 h	
		Mixed Tenses	1,2,3,4,5,6,7,8,9	Students listen to a lecture and read the literature. They use multimedia and networking. They solve tasks.	At the colloquium or the written and oral exam students can apply grammatical structures on texts and assignments, interpret and use verb tenses in context, communicate in English, express their own opinions, develop a short essay. They will write business email in English, use part of general language competences at B1 level.	10 h	
		Different countries; different legal systems	1,2,3,9	Students read the text of a legal character, identify new vocabulary, paraphrase it into English and translate it to Croatian.	At the colloquium or the written and oral exam students can apply new professional vocabulary of legal character in written and spoken communication and use part of general language competences at B1 level.	4 h	
		Case study	1,2,3,6,9	Students write an essay in English on one of the topics treated during the course. They present it in front of other students in the course.	At the colloquium or written and oral exam students are able to apply grammatical and syntactic structures and to communicate in English regarding the topics from the coursebook, express their own opinions, develop a short essay, use part of general language competences at B1 level.	7 h	
		Review II	1,2,3,4,5,6,7,8,9	Students do grammatical and vocabulary tasks.	Students can apply grammatical structures on texts and assignments, interpret and use verb tenses, are able to communicate in English regarding the topics from the coursebook as well as to express their own opinions, develop a shorter essay within the course topics, use part of general language competences at B1 level.	10 h	

3. EVALUATION OF STUDENTS` WORK

3.1. Students` obligations	<p>In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; more than 50% - students have the right to take the final exam. <p>Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam).</p>
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3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	0,5	Written exam	1 (without colloquia)	Project				
	Experimental work		Research		Practical work				
	Essay		Report		Continuous examination				
	Colloquium	2 (without written exam)	Seminar paper		Other				
	Class activity	0,5	Oral exam	1 (without colloquia)	Other				
3.3. Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as: Attending classes and exercises 45 hours Preparing colloquia or exams through individual work 45 hours								
4. GRADING SYSTEM									
4.1. Grading seminar papers									
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average				
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.				
4.3. Final grade according to evaluation elements	Active course attendance	70-74,9% of attendance		75-79,9% of attendance		80-89,9% of attendance		90-100% of attendance	
		2 points		5 points		10 points		20 points	
	Colloquia/ Written exam	2		3		4		5	
		50-64,9%		65-79,9%		80-89,9%		90-100%	
		25 points		30 points		35 points		40 points	
	Oral exam	2		3		5		5	
		25 points		30 points		35 points		40 points	
4.3. Final grade according to absolute division		Percentage of acquired knowledge, skills and	Numerical grade		ECTS grade				

	competences (teaching + final exam)		
	90 – 100%	5 (excellent)	A
	80 – 89,9%	4 (very good)	B
	65 – 79,9%	3 (good)	C
	60 – 64,9%	2 (satisfactory)	D
	50 – 59,9%	2 (satisfactory)	E

5. ADDITIONAL COURSE INFORMATION

	Title	Number of copies in the library	Availability via other media
5.1. Compulsory literature (available in the library and via other media)	„Market Leader“, Business Law, A Robin Widdowson, Pearson/Longman, 2010 (the mandatory part only applies to the topics described in this implementation plan)	1	e-materijal available to all students on Claroline system of the Polytechnic of Šibenik
	„Osnovna gramatika engleskog jezika“, Ivana Bratić, Veleučilište u Šibeniku, (e-izdanje) (the mandatory part only applies to the topics described in this implementation plan)		e-materijal available to all students on Claroline system of the Polytechnic of Šibenik
5.2. Additional literature (at the moment of changes and/or amended of study programme)	Peter Strutt , „Market Leader - Business Grammar and Usage“, Business English , Pearson/Longman, 2000.		
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.		
5.4. Informing about the course and contacting the teacher	It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).		

GENERAL COURSE INFORMATION			
1.1. Course title	ADMINISTRATIVE LAW 1	1.8. Course code in ISVU	
1.2. Course lecturer	Sanja Veštić Mirčeta, senior lecturer	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates	None	1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	(45+0+30+0)
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate Study Administrative Law	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	
1.6. Year of study	1.	1.17. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	6	1.14. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>

2. COURSE DESCRIPTION	
2.1. Course objectives	<p>The main course objective is to provide students with knowledges of basic institutes of administrative law.</p> <p>Course is related to other courses that provide knowledges of public administration, especially with course named Administrative law II.</p>

2.2. Terms of course entry and required competences	General terms required for entering second semestar.	
2.3. . Learning outcomes on the study programme level	LO 1, 2, 4,5,6,7,8,9,10,11,12,13	
2.4. Expected learning outcomes on the course level	Learning outcomes accroding to the Bloom`s taxonomy: (up to two verbs per LO)	Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis
	To determine concept of administration and concept of administrative law.	4
	To identify basic concepts and insitutions of administrative law.	4
	To evaluate legality of administration activity.	5
	To determine and to compare sources of administrative law.	4
	To evaluate efficiancy of control over administration.	6

2.5. Course content according to detailed curriculum schedule	Constructive allignement					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
		Introduction to course and lesson plan. Concept of administration.	1	Listen to lectures and read literature, discuss. Get to know course content and documents on e-learning.	On colloquium or on exam students know to define and to analyze concept of administration.	2 8
		Public service	2	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to define, to explain and to analyze concept of public service.	10
		Institutions	2	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to define, to explain and to analyze concept and types of institutions, principles for conductiong activities of institutions, legal regime of institutions in croatian legal system. Written and presented seminar paper.	10

		Concessions	2	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to define, to explain and to analyze concept of concession as well as the concessions in Croatian legal system. Written and presented seminar paper.	10
		Administrative contracts	2	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to define, to explain and to analyze administrative contract as well as their main characteristics and execution and administrative contracts in Croatian legal system. Written and presented seminar paper.	10
		Development of administrative law. Object of science of administrative law. Relation between administrative law and other law branches. Administrative legal relations.	1	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to describe and to define concept of administrative law, to describe development of administrative law and science of administrative law, to describe object of science of administrative law, to analyze relation between administrative law and other law branches, to define, to explain and to analyze administrative legal relations. Written and presented seminar paper.	10
		Principle of legality of administration	3	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to define, to explain and to analyze principle of legality and cases of illegality. Written and presented seminar paper.	10
		Modification of principle of legality. Discretion of administration.	3	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to define, to explain and to analyze modification of principle of legality as well as the discretion of administration. Created mental map.	10
		Legal sources of administrative law	4	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to define, to specify, to explain and to analyze legal sources of administrative law as well as their types. Written and presented seminar paper.	10
		General acts	4	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to define general acts and their significants for administration as well as their types, their ratification, control of their legality and constitutionality, exception of illegality, suspension	10

					of enforcement and to define, to explain and to analyze instruction. Written and presented seminar paper.	
		Control over administration.	5	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to define, to explain and to analyze control over administration. Written and presented term paper,	10
		Liability for damages	2	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to describe development of concept of state liability for damages as well as to explain and to analyze it. Written and presented seminar paper.	10
		Personal status	2	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to define, to explain and to analyze national registers, personal name, personal identification number, identification cards, travel documents, citizens residence and domicile. Written and presented seminar paper.	10
		Citizenship	2	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to define, to explain and to analyze concept of citizenship and citizenship in croatian legal system. Written and presented seminar paper.	10
		Final observations. / Repetition and preparation for exam.		Listen to lecture, read literature, discuss, write and present seminar paper.		40

3. EVALUATION OF STUDENTS` WORK

3.1. Students` obligations	<p>In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students are obligated to write and to present seminar paper.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; more than 50% - students have the right to take the final exam.
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	Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes, writing and presenting term paper and through two colloquia); b) during the course (active participation in classes and writing and presenting term paper) and by passing the exam (written and oral part of the exam).								
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course))	Attendance	2, 5 ECTS	Written exam	1,5 ECTS (no colloquium=	Project				
	Experimental work		Research		Practical work				
	Essay		Report		Continuous examination				
	Colloquium	2,5 ECTS (no exam)	Seminar paper	1	Other				
	Class activity		Oral exam	1 (no colloquium)	Other				
3.3. . Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as: Attending classes and exercises. 75 hours Writing and presenting seminar paper. 30 hours Preparing colloquia or exams through individual work. 75 hours								
4. FORMIRANJE OCJENE									
4.1. Grading seminar papers	-								
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average				
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.				
4.3. Final grade according to evaluation elements	Active course attendance	50-64,9% attendance		65-79,9% attendance		80-89,9% attendance		90-100% attendance	
		3 points		5 points		7 points		10 points	
	Seminar paper	2		3		4		5	
		5 points		6 points		8 points		10 points	
	Colloquia/ Written exam	2		3		4		5	
		50-64,9%		65-79,9%		80-89,9%		90-100%	
		25 points		30 points		35 points		40 points	

	Oral exam		2	3	4	5
			25 points	30 points	35 points	40 points
4.4. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade		
		90-100%	5	A		
		80-89,9%	4	B		
		65-79,9%	3	C		
		60-64,9%	2	D		
		50-59,9%	2	D		
5. ADDITIONAL COURSE INFORMATION						
5.1. Compulsory literature (available in the library and via other media)	Title				Number of copies in the library	Availability via other media
	Textbook: Borković, I., Upravno pravo, Narodne novine, Zagreb, 2002, str. 3.-186. Regulations: Zakon o ustanovama (NN 76/93, 29/97, 47/99, 35/08, 127/19 i 151/22) Zakon o koncesijama (NN 69/17, 107/20) Zakon o općem upravnom postupku (NN 47/09, 110/21), čl. 150.-154. Zakon o državnim maticama (NN 96/93, 76/13, 98/19, 133/22) Zakon o osobnom imenu (NN 118/12, 70/17, 98/19) Zakon o osobnoj iskaznici (NN 62/15, 42/20, 144/20, 114/22) Zakon o putnim ispravama hrvatskih državljana (NN 77/99, 133/02, 48/05, 74/09, 154/14, 82/15, 42/20, 10/23) Zakon o prebivalištu (NN 144/12, 158/13, 114/22) Zakon o osobom identifikacijskom broju (NN 60/08) Zakon o hrvatskom državljanstvu (NN 53/91, 70/91, 28/92, 113/93, 4/94, 130/11, 110/15, 102/19, 138/21)					
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. Ivančević Velimir, Institucije upravnog prava, Zagreb, Pravni fakultet u Zagrebu, 1983 2. Babac Branko, Upravno pravo, Osijek, Pravni fakultet u Osijeku, 2004. 3. Britvić-Vetma, Bosiljka, Pravo izvlaštenja nekretnina u Hrvatskoj: opći režim i posebni postupci, „Zbornik radova Pravnog fakulteta u Splitu“, br.1., 2009, str.201.-246.					

<p>5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences</p>	<p>The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students' progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.</p> <p>Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.</p>
<p>5.4. Informing about the course and contacting the teacher</p>	<p>It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).</p>

GENERAL COURSE INFORMATION

1.1. Course title	Basic administrative systems	1.8. Course code in ISVU	
1.2. Course lecturer	Ivan Rančić senior lecturer	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	Pe+s+s
1.4. Study programme (specialist, undergraduate, graduate)	undergraduate professional study Administrative study	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	
1.5. Course status (obligatory, optional)	o	1.12. Number of course revisions	
1.6. Year of study	1	1.18. Modernization	<input type="checkbox"/> da x <input type="checkbox"/> ne
1.7. Credit score (ECTS)	6	1.14. Percentage estimate of course changes and/or supplements	Less than 20% More than 20 %

2. COURSE DESCRIPTION	
2.1. Course objectives	The goal of the course is to enable students to acquire basic knowledge about the concept of basic administrative systems, as well as know organization of state administration in the Republic of Croatia, and the organization of administration in comparative administrative systems.
2.2. Terms of course entry and required competences	Conditions for enrollment in the third year of study
2.3. . Learning outcomes on the study programme level	<p>Connect the basic concepts of administrative systems.</p> <p>. Analyze the basic concepts of administrative systems from the science of administration.</p> <p>. Distinguish between the main forms of administration and government relations.</p> <p>Explain and analyze the relationship between administration and citizens from a theoretical perspective.</p> <p>Independently and responsibly search, interpret and apply relevant literature and legal rules in the relationship between administration and citizens.</p> <p>Analyze and apply basic rules in the area of basic administrative systems.</p> <p>Use specific computer skills in basic and advanced administration application packages.</p>

	To foresee the future development of the application of administrative systems.	
2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)	Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis
	<p>1. Define and analyze the basic administrative structures and the relationship with other parts of the public administration in Croatia</p> <p>2. Classify parts of administrative systems and explain common features, similarities and differences between individual types of management.</p> <p>3. Interpret the applicable law in administration, judge which of the offered legal solutions is the most suitable for the establishment, structure and management of individual organizations and plan the method of establishment, structure and operation of individual organizations, management activities.</p> <p>4. To foresee procedures for establishing legally relevant facts and deciding on issues in the field of basic administrative systems in society, and to apply the relevant law to the established facts.</p>	

	<p>5. Select and use different databases on relations between citizens' administration, judicial practice and relevant legal literature when preparing decisions on different legal issues related to public and local self-government</p> <p>6. Responsibly and independently search and transfer relevant literature and legal rules in the field of administrative systems and management activities.</p> <p>7. Propose and argue proposals for optimal basic administrative systems and systems for the study of administration.</p> <p>8. To connect the basic concepts of different branches of law.</p> <p>9. Use and develop complex written and oral communication in Croatian and English.</p> <p>10. Anticipate the future development of basic administrative systems in Croatia</p>		
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2.5. Course content according to detailed curriculum schedule	Constructive alignment						
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time	
		Introduction - systems, systems of human cooperation, concept and types of administrative system		They listen to lectures, browse databases and read literature	At the colloquium or written / oral exam, they define the basic concepts of administrative systems from the science of administration.		
		Objectives of administrative systems, differentiation and integration, interest dominance and autonomy		They listen to lectures and read literature. During the exercises, they analyze examples from practice independently and in teams and draw conclusions about	At the colloquium or written / oral exam, they can enumerate and differentiate the goals of administrative systems and explain the processes of differentiation and integration, i.e. interest dominance		

				<p>the application of legal regulations in administrative organizations</p> <p>In group work, the</p>	<p>and autonomy in administrative systems</p>	
		<p>Objectives of administrative systems, differentiation and integration, interest dominance and autonomy</p>		<p>They listen to lectures and read literature. During the exercises, they analyze examples from practice independently and in teams and draw conclusions about the application of legal regulations to a concrete factual situation, and the dilemmas of division</p>	<p>At the colloquium or written/oral exam, they are able to define and describe the specifics of the administration study modality, especially the dilemma of territorial division. Prepared and presented practical work (independently using computer programs and judicial</p>	

		The process of initial territorialization, the development of government institutions		They listen to lectures and read literature. During the exercises, independently and in teams, they analyze examples from practice and draw conclusions about the application of legal regulations to a specific factual situation, and draw up acts related to the		
		Regressive forms of territorialization and their overcoming, emergence of state administration		At the colloquium or written/oral exam, they can define societies of persons, list their common and distinguishing characteristics, that is,	At the colloquium or written/oral exam, they can define societies of persons, list their common and distinguishing characteristics, that is, analyze and explain the modalities of the management study system.	

				analyze and explain the modalities of the management study system.		
		Functional influences in administrative systems, functional decentralization, regional bodies of state administration, public corporations		They listen to lectures and read literature. During the exercises, they analyze examples from practice independently and in teams and draw conclusions about the application of legal regulations to a concrete factual situation related to urbanization and	At the colloquium or written / oral exam, they know how to define the concepts of urbanization and metropolitanization. Prepared and presented practical work (independently using computer programs and sources of judicial and other legal practice	
		Formal and actual relationship between administration and		They listen to lectures and read literature. During the	At the colloquium or written/oral exam, they know how to define each	

		government, conflicting tendencies in the relationship between administration and government, tendencies towards concentration and deconcentration		exercises, they analyze examples from practice independently and in teams and draw conclusions about the application of legal regulations to a specific factual situation.	of the tendencies in management and list their common and distinguishing characteristics.	
		The relationship between administration and government - transitional		At the colloquium or written/oral exam, they can define the historical influence and development of the administration, state their common and distinguishing characteristics, or analyze it according to years.	They listen to lectures and read literature. They use multimedia and the network. During the exercises, they individually research the content of this thematic area by searching the database about administration in the	

					political system and its influence on the	
		Territorial administrative system as an organization		<p>They listen to lectures and read literature.</p> <p>They use multimedia and the network.</p> <p>During the exercises, they individually research the content of this thematic area by searching the database about administration in the political system and its influence on the</p>	<p>At the colloquium or written/oral exam, they can define what is management in local self-government, state their common and distinguishing characteristics, that is, analyze and explain management modalities in administrative organizations.</p>	
		Means of political control of citizens over administration,		They listen to lectures and read literature.	At the colloquium or written / oral exam, they can define the means of	

		means of civil protection of citizens over administration		During the exercises, they demonstrate the means of political control of the administration	political control, state their common and distinguishing characteristics, that is, analyze and explain the goal of the means of political control of the administration.	
		Public administration in relation to citizens		<p>They listen to lectures and read literature.</p> <p>They use multimedia and the network.</p> <p>The types and peculiarities of local bodies are presented.</p> <p>In the group work at the seminar, the brainstorming method and the discussion method</p>	<p>At the colloquium or written/oral exam, they know how to define and interpret local bodies.</p> <p>Propose a way of solving a certain organizational structure of dispute management based on the presented facts of the case.</p>	

		<p>Law on the State</p> <p>Administration System in the Republic of Croatia (Parts I-III)</p>		<p>They listen to lectures and read literature.</p> <p>During the exercises, they analyze examples from practice independently and in teams and search databases about</p>	<p>They listen to lectures and read literature.</p> <p>During the exercises, they analyze examples from practice independently and in teams and search databases about</p>	
		<p>Law on the State</p> <p>Administration System in the Republic of Croatia (Parts IV-VII)</p>		<p>They listen to lectures and read literature.</p> <p>During the exercises, they analyze examples from practice independently and in teams and search databases about</p>	<p>At the colloquium or written / oral exam, they know how to define the jobs of people in the administration and propose a model of participation in a specific working environment.</p>	

		Law on Civil Servants (Part 1-8) 4		They listen to the lecture and prepare individually for the exam. During the exercises, they analyze certain definitions related to theoretical management models independe	At the colloquium or written/oral exam, they know how to define and explain the peculiarities of theoretical models.	
		Final lecture				
3. EVALUATION OF STUDENTS' WORK						
3.1. Students' obligations	<p>In accordance with the Rulebook on studying and the Rulebook on assessment and evaluation of student work: for all full-time students, a minimum of 70% class attendance. Part-time students are obliged to attend a minimum of 50% of lectures. All students must create present and positively evaluate a seminar paper. Students who achieved during the course:</p> <ul style="list-style-type: none"> • From 0 – 24.9% of ECTS points - they are graded F (failed) and cannot acquire ECTS points, and must re-enroll in the course in the following academic year; 					

	<ul style="list-style-type: none"> • From 25 – 49.9% - they are graded FX (insufficient) and must sit and pass a written exam (test). The written exam (test) can be held during the regular or extraordinary exam period; • More than 50% - students have the right to access the final exam of the course. Students can pass the final exam from the course in two ways: a) during classes through continuous monitoring of students (active participation in classes and preparation and presentation of practical work and solving a case study and two colloquiums); b) during classes (active participation in classes and preparation and presentation of practical work and solution of case studies) and by taking an exam (written exam). 					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that	Class attendance 2 Oral exam 2 (without colloquium) Project Experimental work Research Practical work Essay Paper Continuous check Colloquiums (without written exam) Seminar paper 0.5 (enter the rest)					

the total number of ECTS points corresponds to the credit score of the course))	Class activities 0.5 Oral exam (without colloquium) (write the rest)					
					Other	
					Other	
3.3. . Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:					
4. FORMIRANJE OCJENE						
4.1. Grading seminar papers	-					
4.2. Grading colloquia/ written and oral exam						
	Unsatisfactory		Satisfactory		Above average	

4.3. Final grade according to evaluation elements	Active course attendance	<p>The paper is not organized in a logical order and lacks structure.</p> <p>Words and expressions not aligned with official terminology. The writing style is not appropriate, the sentences are too long, the vocabulary is modest and with frequent and</p>	<p>The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion.</p>	<p>The paper is well structured with a clear distinction between the introduction, the main part of the text and the conclusion, which are excellently logically connected to each other.</p>	
	Colloquia/ Written exam	<p>frequent and repeated grammatical errors.</p> <p>No sources are given at all.</p> <p>The references do not match the topic and show a</p>	<p>Words and expressions are aligned with official terminology. The writing style is appropriate, the sentence structure is clear,</p>	<p>Words and expressions are aligned with official terminology and demonstrate an understanding of their</p>	

		superficial approach to researching the topic.	the vocabulary is appropriate and there are few grammatical errors.	meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.	
	Oral exam	The references do not match the topic and show a superficial approach to researching the topic.	The sources are listed, but incompletely and with errors. References are appropriate for the topic and demonstrate a satisfactory research attitude.	Words and expressions are aligned with official terminology and demonstrate an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the	

the library and via other media)			
5.2. Additional literature (at the moment of changes and/or amended of study programme)	<p>. Koprić, I.(ur.), Javna uprava – nastavni materijali, Zagreb, Suvremena javna uprava, 2006. 2. Koprić, I. – Marčetić, G.: Obrazovanje upravnog osoblja: iskustva i izazovi u Koprić, I.(ur.): Modernizacija hrvatske uprave, Suvremena javna uprava, Društveno veleučilište u Zagrebu, Zagreb, 2003., str. 191. – 227. 3. Kuhlmann, S., Wollmann, H., Introduction To Comparative Public Administration, Cheltenham, Edward Elgar Publishing Ltd, 2014. 4. Šimac, N.: Izbor i početna izobrazba viših kadrova državne uprave; francuska iskustva i tranzicijske mogućnosti u Koprić, I.(ur.): Modernizacija hrvatske uprave, Suvremena javna uprava, Društveno veleučilište u Zagrebu, Zagreb, 2003., str. 152. – 159.</p>		
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and	<p>Control of the quality of students' work and the acquisition of the necessary knowledge and skills will be ensured through interactive work. By keeping records of students' attendance and activities in class and the information obtained about students' progress through colloquia, the information necessary for further instructions to students will be obtained in order to increase the efficiency of their work. Students will be informed about their rights and obligations, work methods and necessary literature.</p> <p>Indicators of the quality assurance system: Student survey, monitoring of annual data from HZZZZ on the annual state of student employment, employer and Alumni association surveys</p>		

compe tences	
5.4. Infor ming about the course and Contac ting the teache r	<p>. Informing about the course and contacting the teacher It is the duty of every student to regularly inform themselves about the course, the course and activities in the class. All information about the holding of classes or possible postponement of classes will be published in a timely manner on the e-learning pages of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour a week), while for short questions and explanations they can be contacted during classes. It is also possible to ask questions by e-mail (from the official e-mail address on the @vus.hr domain), which will be answered as soon as possible (no later than five working days from the receipt of the e-mail).</p>

1. GENERAL INFORMATION			
1.1. Course title	Constitutional law of the Republic of Croatia	1.8. Course code in ISVU	201178
1.2. Course lecturer	Ph.D. Krešimir Nimac, titular senior lecturer	1.9. Course code in MOZVAG	
1.3. Assistants and/of associates		1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	(45+0+30+0)
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate Professional Study Administrative Law	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	1
1.6. Year of study	1st	1.13. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	6	1.14 Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	The aim of the course is to acquire basic knowledge about the historical and legal development and establishment of an independent Republic of Croatia, the determinants of the constitutional order of the Republic of Croatia, human freedoms and rights and their constitutional protection, the division of powers and institutions of the authorities in the Republic of Croatia, the constitutional judiciary, and the organization of local self-government.		
2.2. Terms of course entry and required competences	There are no conditions for enrollment in the course, but taking the course is possible only after successfully completing the course Constitutional Law I.		
	LO 1: Connect the basic concepts of different branches of law and generalize the problems of work in public administration		

2.3. Learning outcomes on the study programme level	LO 2: Analyze the interferences of international, European and national law		
	LO 3: Analyze and critically evaluate the organization and functioning of the state government in the Republic of Croatia		
	LO 4: Analyze the impact of social processes on the constitutional order, in particular the process of globalization, euro-integration, transition, urbanization, regionalization and decentralization		
	LO 8: Use and develop complex written and oral communication in Croatian and English		
	LO 10: Organize and conduct teamwork, and critically evaluate the opinions and attitudes of team members		
	LO 11: Independently and responsibly search, interpret and apply relevant literature and legal sources for drafting and enacting regulations and acts in administrative and other legal proceedings, administrative dispute and activity of administrative bodies and organizations, utility companies and institutions		
	LO 13: Anticipate the future development of the national constitutional system and the administrative system at different levels		
2.4. Expected learning outcomes on the course level (4-10 learning outcomes)	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)		Level of LO: 1-Remembering 2-understanding 3- application 4-analysis 5-evaluation 6-synthesis
	1. Describe the historical constitutional development of the Republic of Croatia, and define the basic determinants of the constitutional order of the Republic of Croatia		2
	2. Analyze the situation and respect for human rights in the Republic of Croatia		4
	3. Define the constitutional model of government in the Republic of Croatia and compare it with models of the organization of government in the countries of the European Union		4
	4. Describe the electoral system and calculate the distribution of seats according to the election results		2,3
	5. Draft a simpler lawsuit to the Constitutional Court of the Republic of Croatia, and interpret the case law of the Constitutional Court of the Republic of Croatia		3,6
	6. Critically assess the current state of the Croatian constitutional legal system and anticipate its development in the future		5, 6

2.5. Course content according to detailed curriculum schedule	Constructive allignement					
	No.	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time

		Introduction into the course and detailed plan.	-	Listen to a lecture. In the course of seminary classes students are introduced to the course content and documents on the e-learning page of the course.	-	4 h
		ESTABLISHMENT OF THE INDEPENDENT REPUBLIC OF CROATIA - Historical Review from 1918 to the Present	1	Students listen to a lecture and read literature. At seminary classes, they independently explore the content of this topic area by searching the database.	At the midterm or written / oral exam they can describe the position of Croatia in Yugoslavia, the establishment of democratic rule, and the adoption of the Constitution of the Republic of Croatia in 1990, and define the constitutional determination of national sovereignty as well as basic constitutional decisions. Practical work created and presented (using computer programs independently).	6 h
		BASIC DETERMINATIONS OF THE CONSTITUTIONAL REGULATION OF THE REPUBLIC OF CROATIA - Basic Provisions of the Constitution of the Republic of Croatia, Amendments to the Constitution and the Original Basis	1	Students listen to a lecture and read literature. At seminary teaching, in a group by the method of brainstorming they discuss the highest constitutional values of the Republic of Croatia.	At the midterm or written / oral exam they can explain the reasons for changing the Constitution of the Republic of Croatia, and define the Original basics and basic provisions of the Constitution of the Republic of Croatia. Practical work created and presented (using computer programs independently).	10 h
		GUARANTEES OF FREEDOMS AND RIGHTS IN THE CONSTITUTION OF THE REPUBLIC OF CROATIA - Constitutional principles for the protection of liberties and rights, gender equality and non-discrimination	1,2	Students listen to a lecture and read literature. At seminary classes, they independently and in a group analyze case studies and draw conclusions on the application of legal regulations to a specific factual situation.	They can define the highest values of the constitutional order of the Republic of Croatia, define gender equality and prohibition of discrimination, as well as command responsibility at the midterm or written / oral exam. Practical work created and presented (using computer programs and sources of legal practice independently).	12 h
		NATIONAL RIGHTS AND PROTECTION OF NATIONAL MINORITIES - Constitutional Guarantees of National Equality and	1,2	Students listen to a lecture and read literature. At seminary classes, they analyze case studies independently and in	At the midterm or the written / oral exam they can define the term national minority, as well as the basic provisions	12 h

		Constitutional Law on the Rights of National Minorities		groups and draw conclusions about the application of legal regulations to a specific factual situation.	of the Constitutional Law on the Rights of National Minorities of 2002. Practical work created and presented (using computer programs independently)	
		PERSONAL, POLITICAL, ECONOMIC, SOCIAL, CULTURAL AND ENVIRONMENTAL RIGHTS AND FREEDOMS - Types and constitutional determination of freedoms and rights	1,2	Students listen to a lecture and read literature. At seminary classes, they analyze case studies independently and in groups and draw conclusions about the application of legal regulations to a specific factual situation. In the group work, the brainstorming method and the method of discussing the state and protection of human rights in the Republic of Croatia are applied in seminar work.	They can define personal, political, economic, social, cultural and environmental rights and freedoms, as well as their constitutional and legal determinations at the midterm or the written / oral exam. Practical work drafted and presented (using computer programs and sources of case law and other legal practice independently).	12 h
		CROATIAN PARLIAMENT - election of representatives and acts of the Croatian Parliament	1,3,4	Students listen to a lecture and read literature. At seminary classes, groups demonstrate the implementation of the session of the Croatian Parliament. They calculate the distribution of parliamentary seats according to the fictitious election results.	At the midterm or written / oral examination, they can explain the procedure for electing a member of the Croatian Parliament, and define the competences, constitutional position, manner of dissolution and acts of the Croatian Parliament. Practical work created and presented (using computer programs and sources of legal practice independently).	14 h
		LEGISLATIVE PROCEDURE - Rules of Procedure of the Croatian Parliament, Legislative Procedure and Supervision of the Government of the Republic of Croatia	1,3	Students listen to a lecture and read literature. At seminary classes, groups demonstrate the process of adopting legislation from the proposal to the vote.	At the midterm or the written / oral exam they can describe the passing of laws in the ordinary and urgent procedure, and define the means of parliamentary control over the work of the Government with special attention to parliamentary issues. Practical work created and presented (using computer programs and sources of legal practice independently).	12 h

		REFERENDUM IN THE REPUBLIC OF CROATIA - Types, local referendum, people's initiative, veto and petition	1,3	Students listen to the lecture and read the literature, and by reviewing the database at the seminary classes in the group, they analyze all the referendums in the Republic of Croatia so far.	They can enumerate the types of referendums at the midterm or written / oral exam, define the local referendum, popular initiative, veto and petition right, and analyze previous referendums in the Republic of Croatia, including citizens' initiative referendums. Practical work created and presented (using computer programs and sources of legal practice independently).	10 h
		PRESIDENT OF THE REPUBLIC OF CROATIA - Constitutional position and powers, Law on Election of the President of the Republic of Croatia	1,3	Students listen to a lecture and read literature. At the seminary classes, they brainstorm and discuss in groups the constitutional powers of the President of the Republic of Croatia..	At the midterm or the written / oral exam they can define the constitutional position and constitutional powers of the President of the Republic of Croatia, and the basic provisions of the Law on the Election of the President of the Republic of Croatia, and explain the institute of cohabitation. Practical work created and presented (using computer programs and sources of legal practice independently).	12 h
		GOVERNMENT AND CENTRAL GOVERNMENT - Constitutional position of the Government of the Republic of Croatia, relations with the Croatian Parliament and the President of the Republic of Croatia, Law on Government, central state administration	1,3	Students listen to a lecture and read literature. During the seminary classes in groups, they analyze a database of one of the sessions of the Government of the Republic of Croatia.	At the midterm or written / oral examination, they can define the constitutional position of the Government, explain the relationship of the Government with the Croatian Parliament and the President of the Republic of Croatia, and define the basic provisions of the Government Act, as well as the structure, scope and manner of work of the state administration. Practical work created and presented (using computer programs and sources of legal practice independently).	12 h
		CONSTITUTIONAL COURT OF THE REPUBLIC OF CROATIA - Constitutional position, composition	1,3,5	Students listen to a lecture and read literature. In the course of seminars they interpret the Constitutional Court's judicial	They can define the constitutional position, composition and jurisdiction of the Constitutional Court at the midterm or written / oral examination, explain the	14 h

		and jurisdiction, constitutional review and constitutional complaint		decisions independently and in groups by reviewing the case law, and in constitutional groups draw up constitutional complaints	procedure for assessing the constitutionality and legality of other regulations, and describe the procedure for filing a constitutional complaint and the proceedings of the Constitutional Court. Practical work drafted and presented (using computer programs and sources of case law and legal practice).	
		JUDICIAL POWER - Organization of Courts and Attorneys, Independence of the Judiciary, Constitutional Position of the Judiciary	1,3	Students listen to a lecture and read literature. In the course of the seminar they analyze the examples from the practice of courts and prosecutors' offices.	At the midterm or the written / oral examination, they can define the system of organization of courts and the bar, and explain the independence of the judiciary and the position of the judiciary under the Constitution of the Republic of Croatia. Practical work drafted and presented (using computer programs and sources of case law and legal practice).	10 h
		SPECIFIC INSTITUTIONS OF CONSTITUTIONAL AND LEGALITY OBSERVATION - Ombudsman, Conflict of Interest Commission and State Election Commission	1,3	Students listen to a lecture and read literature. In the course of the seminar, they analyze examples from the practice of the Ombudsman and the Commission for Conflict of Interest Decisions, and demonstrate the work of the State Electoral Commission.	At the midterm or written / oral examination, they can define the basic features and principles of conduct of the Ombudsman and other specialized ombudsmen, define political corruption and the competence of the Commission for Conflict of Interest Decisions, and the composition and competence of the State Election Commission. Practical work drafted and presented (using computer programs and sources of case law and legal practice).	10 h
		LOCAL AND REGIONAL SELF-GOVERNMENT - basic characteristics of local self-government and organization of relations between central and local authorities	1,3	Students listen to a lecture and read literature. At the seminaryclasses they analyze the Statute of the City of Šibenik in groups.	At the midterm or the written / oral exam they can define the basic characteristics of local self-government, their relationship with the central government, as well as the specificities of Croatian local self-government.	10 h

					Practical work created and presented (using computer programs and sources of legal practice independently).	
		CONSOLIDATION OF THE CROATIAN LEGAL SYSTEM - transition and constitutionalism, state of the Croatian legal system in theory and practice Concluding considerations Revision and preparing for the exam	6	Students listen to a lecture and read literature. At the seminaryclasses they use methods of brainstorming and discuss the state of the Croatian legal system and its further development.	They can explain the role of the constitution as the starting point for the consolidation and stabilization of the legal order at the midterm or written / oral exam, and to anticipate the future development of the Croatian legal system.	20 h
3. EVALUATION OF STUDENTS' WORK						
3.1. Students` obligations	In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation : for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%.All students must create, present and have a positively rated seminar paper. Students who have achieved during the course: <ul style="list-style-type: none">from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year;from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary examination period;more than 50% - students have the right to take the final exam. Students can take the final exam in the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in teaching, preparation and presentation of seminar work and two midterm exams); b) during class (active participation in teaching, preparation and presentation of seminar work) and taking exams (written and oral part of the exam).					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	2	Written exam	3 (without colloquia/midterm)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium (midterm)	3,5 (without written exam)	Seminar paper	0,5	Other	
	Class activity		Oral exam	0,5 (without colloquia/midterm)	Other	
3.3. Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:					
	Obligation			Hours (estimated)		
	Attendance			60		

	Writing seminar paper and presentation		15			
	Preparation for the midterm / exam through self-study		105			
4. FORMIRANJE OCJENE						
4.1. Grading seminar papers	The evaluation element	Unsatisfactory	Satisfactory		Above average	
	Organization	The paper is not organized in a logical order and lacks structure.	The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion.		The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion, which are logically interconnected.	
	Terminology, writing style	Words and expressions are not in line with official terminology. The writing style is not appropriate, the sentences are too long, of a modest vocabulary and with frequent and repeated grammatical errors.	Words and expressions are in line with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors.		Words and expressions are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.	
	Citing and references	The sources are not listed at all. The references do not fit the topic and show a cursory approach to exploring the topic.	The sources are listed but incomplete and with errors. The references are relevant to the topic and show a satisfactory research attitude.		The sources are accurately, completely and consistently listed. The references are appropriate, their list is "rich" and comprehensive and show a detailed research approach.	
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average	
	Student responds by memory, without a deeper understanding, does not know or apply basic terms and concepts, does not know how to apply or explain the contents of the course with examples.		Student reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supporting them with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Student observes the principles of law, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supporting them with examples. Finds solutions that were not originally given and notices correlations with related material.	
4.3. Final grade according to evaluation elements	Active course attendance	70-75% of attendance		76-86% of attendance	87-100% of attendance	Solved case studies
		2 points		4 points	7 points	3 points
	Seminar paper	2		3	4	5
		5 points		7 points	8 points	10 points

	Colloquia/ Written exam	2	3	4	5
		50-64,9%	65-79,9%	80-89,9%	90-100%
		25 points	30 points	35 points	40 points
	Oral exam	2	3	5	5
		25 points	30 points	35 points	40 points
4.4. Final grade according to absolute division	Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade		
	90 – 100%	5 (excellent)	A		
	80 – 89,9%	4 (very good)	B		
	65 – 79,9%	3 (good)	C		
	60 – 64,9%	2 (satisfactory)	D		
	50 – 59,9%	2 (satisfactory)	E		
	5. ADDITIONAL COURSE INFORMATION				
5.1. Compulsory literature (available in the library and via other media)	Title			Number of copies in the library	Availability via other media
	1. Smerdel, B., Ustavno uređenje europske Hrvatske II izmijenjeno i dopunjeno izdanje, Narodne novine, Zagreb, 2020., str. 263-555.				
	2. Ustav Republike Hrvatske, pročišćeni tekst Narodne novine 85/10. i 5/14. 3. Ustavni Zakon o Ustavnom sudu Republike Hrvatske, pročišćeni tekst Narodne novine 49/02.				
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. Bačić, A., Ustavno pravo, teorija i interpretacija, Split, 1995.2. Bačić, A., Komentar ustava Republike Hrvatske, Split, 2002. 3.Bačić, A., Leksikon Ustava Republike Hrvatske, Split, 2000. 4. Smerdel, B., Gardašević, Đ., Izgradnja demokratskih ustavnopravnih institucija Republike Hrvatske u razvojnoj perspektivi, Hrvatska udruga za ustavno pravo, 2011				
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.				

<p>5.4. . Informing about the course and contacting the teacher</p>	<p>It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).</p>
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GENERAL COURSE INFORMATION			
1.1. Course title	Sociology of public administration	1.8. Course code in ISVU	
1.2. Course lecturer	Ivica Poljičak, PhD, <i>Professor</i>	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	(30+15+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate Study Administrative Study	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	5
1.6. Year of study	2 nd	1.19. Modernization	<input type="checkbox"/> da <input type="checkbox"/> ne
1.7. Credit score (ECTS)	5	1.14. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>

2. COURSE DESCRIPTION	
2.1. Course objectives	<p>To acquaint students with social processes, phenomena and relationships, the laws of their development, but also mutual relations and dependence, as well as the context of society as a totality, with special emphasis on the social aspects of the reality of law.</p> <p>To develop students' abilities for critical thinking; use of theoretical concepts to understand phenomena in one's own society as well as comparison with others, creatively apply sociological concepts to the daily experience of students.</p>

	To encourage students' critical-analytical, thinking, eloquent and erudite abilities, understanding of cause-and-effect relationships in social relations, and the formation of personal attitudes about the state of society. To train students to understand and interpret (partly research) social phenomena and processes.	
2.2. Terms of course entry and required competences	. Conditions for enrollment in the second year of study.	
2.3. . Learning outcomes on the study programme level	IU 4, 6, 10, 13	
2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)	Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis
	Differentiate, define and explain the basic concepts of sociology	1, 4
	Explain, differentiate, interpret and compare different sociological theories, schools and directions of classical and contemporary approaches (related to different social problems and different relevant social topics)	4, 6
	To investigate social processes at the elementary level	2, 5
	Analyze and explain relevant social phenomena, processes and trends of contemporary societies	6, 3
	Define, analyze and explain basic social institutions, and explain the influence of the socio-historical context on them	4, 6
	Describe and explain the concepts of social control and deviance	5, 6
	Explain the relationship between the state and politics towards the civil sector of society	5, 6
	Identify, compare and explain the place and role of contemporary Croatian society with regard to various social processes within the globalized world	4, 6
	Recognize the role of legal culture and sociology of law in society	5, 6
3. EVALUATION OF STUDENTS` WORK		
3.1. Students` obligations	<p>In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> • from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; • from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; • more than 50% - students have the right to take the final exam. 	

	Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam).					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course))	Attendance	2	Written exam	2 (without colloquia)	Project	
	Experimental work		Research		Practical work	2
	Essay		Report		Continuous examination	
	Colloquium	2 (without written exam)	Seminar paper		Other	
	Class activity		Oral exam	0,5 (without colloquia)	Other	
3.3. . Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as: 3. Attending classes and exercises 60 hours 4. Preparing colloquia or exams through individual work 90 hours					
4. GRADING						
4.1. Grading seminar papers	The evaluation element	Unsatisfactory	Satisfactory		Above average	
	Organization	The paper is not organized in a logical order and lacks structure.	The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion.		The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion, which are logically interconnected.	
	Terminology, writing style	Words and expressions low in line with official terminology. The writing style is not appropriate, the sentences are too long, of a modest vocabulary and with frequent and repeated grammatical errors.	Words and expressions are in line with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors.		Words and expressions are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.	
	Citing and referencing references	The sources are not listed at all. The references do not fit the topic and show a cursory approach to exploring the topic.	The sources are listed but incomplete and with errors. The references are relevant to the topic and show a satisfactory research attitude.		The sources are accurately, completely and consistently listed. The references are appropriate, their list is "rich" and comprehensive and shows a detailed research approach.	
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average	
	Responds by memory, without a deeper understanding. Does not know or apply		Reproduces the basic concepts and without difficulty imparts new knowledge,		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the	

	basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		understands the material, explains the terms and concepts supported with examples.		content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.			
4.3. Final grade according to evaluation elements	Active course attendance	70-75% of attendance		76-86% of attendance		87-100% of attendance		
		3 points		5 points		10 points		
	Colloquia/ Written exam	2		3		4		5
		50-64,9%		65-79,9%		80-89,9%		90-100%
		27 points		33 points		39 points		45 points
	Oral exam	2		3		5		5
	27 points		33 points		39 points		45 points	
4.4. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)		Numerical grade		ECTS grade		
		90 – 100%		5 (excellent)		A		
		80 – 89,9%		4 (very good)		B		
		65 – 79,9%		3 (good)		C		
		60 – 64,9%		2 (satisfactory)		D		
		50 – 59,9%		2 (satisfactory)		E		
5. ADDITIONAL COURSE INFORMATION								
5.1. Compulsory literature (available in the library and via other media)	Title					Number of copies in the library		Availability via other media
	1.Giddens, A., (2007.) Sociologija, Zagreb, Nakladni zavod Globus. Poglavlja: Kultura i društvo (str. 22-46), Svijet u promjeni (str. 50-61), Klasa, stratifikacija i nejdnakost (str. 282- 297), Siromaštvo, socijalna i društvena isključenost (str. 334), Moderne organizacije (str. 346-371), Rad i ekonomski život (str 374-417), Vlast i politika (str. 420-434; 442-448)					5		
	2. Haralambos, M., Holborn, M., (2002.), Sociologija, Zagreb, Golden marketing.:Sljedeći dijelovi: Max Weber - moć i tipovi vlasti (str. 588-589), Država (str. 5601-604), M. Mann - izvori društvene moći (str. 633-635), M. Foucault - moć/znaje (str. 635-639).							
5.2. Additional literature (at the moment of changes and/or	. 3. Pusić, E., (1990.) Društvena regulacija, Zagreb, Globus. Poglavlje 4. (str. 148-168; 182-197).					2		

amended of study programme)	4. Zrinščak – Kregar – Sekulić et al., Opća sociologija – s uvodom u sociologiju prava, Pravni fakultet u Zagrebu, Zagreb, 2021.	2	
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students' progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.</p> <p>Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.</p>		
5.4. Informing about the course and contacting the teacher	<p>It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations teachers can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).</p>		

GENERAL INFORMATION			
1.1. Course lecturer	Ivana Bratić, prof., higher lecturer	1.8. Course code in ISVU	201183
1.2. Course title	English in administration 2	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(30+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate Professional Study of Public Administration	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	2
1.6. Year of study	1 st	1.20. Modernization	Yes
1.7. Credit score (ECTS)	3	1.14. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	The objective of the course English language 2 is to master basic vocabulary in English related to administrative, legal and business world in general, as well as the accurate grammatical structures that include the correct use of verb tenses in spoken and written English, mastering the new lexical units, and the proper use of syntax in English sentences, as well as the use of general linguistic competences at B1 level.		
2.2. Terms of course entry and required competences	Four-year secondary education completed; Possession of a Level 4.2 qualification according to the CROQF. Proficiency in English at minimum B1 level.		
2.3. Learning outcomes on the study programme level	LO8: Use and develop complex written and oral communication in Croatian and English LO10: Organize and conduct teamwork and critically evaluate the opinions and attitudes of team stakeholders LO12: Compile and draft acts and submissions and to undertake basic procedural actions in administrative and other legal proceedings as well as in the administrative dispute		
2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)		Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation,

						6-synthesis	
	1. Understand and apply basic terms in legal English terminology					2,3	
	2. Solve and apply grammatical structures on texts and grammar tasks					3	
	3. Interpret and use verb tenses in a real linguistic context					3,4	
	4. Solve and interpret grammatical tasks in English					3	
	5. Develop and demonstrate (in front of fellow students) a brief presentation in English					3	
	6. Analyze and compare differences in the use of basic verb tenses in English					4	
	7. Select and argue one of the topics within the course					5	
	8. Explain and translate a specific text of a business-legal character					6	
	9. Prepare and compose an essay in English					6	
2.5. Course content according to detailed curriculum schedule	Constructive alignment						
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time	
		Introduction into the course and detailed plan	-	Listen to lectures. Work independently on computer, get to know course content and elearning documents.	-	2 h	
		Common law / Civil Law	1,8	Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions.	At the colloquium or written and oral exam students will be able to explain in English the differences between Common Law and Civil Law, identify all words connected to legal character and be able to use and interpret them.	4 h	
		Reading / Text analysis	1,2,3,4,5,8	Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and	At the colloquium or written and spoken exam students will know to apply basic grammatical and syntactic structures in written and spoken language.	4 h	

				offer an adequate translation into Croatian. They answer the questions.			
		Future tenses (Future Simple)	2, 3, 4, 6	Students listen the lesson. They solve different linguistic tasks.	Students will be able to distinguish details related to form, spelling and use of future tenses in English.	4 h	
		Future tenses (going to + infinitive)	2, 3, 4, 6	Students listen the lesson. They solve different linguistic tasks.	Students will be able to distinguish details related to form, spelling and use of future tenses in English.	4 h	
		Grammar exercises	2, 3, 4, 6	Students listen the lesson. They solve linguistic tasks regarding mixed grammatical tenses.	Students will know to differentiate and to correctly apply the Future Simple and „going to + infinitive“ form.	4 h	
		Review I	1, 3, 4, 5, 6, 7, 8, 9	Students solve grammar tasks and tasks related to comprehension, translation and paraphrasing.	At the colloquium or the written and oral exam students will explain and solve all grammatical tasks as well as new legal vocabulary.	6 h	
		New ways of dealing with fraud	1, 2, 5, 6	Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions.	Students will know how to paraphrase the text correctly and to explain new vocabulary. They will also know to form new sentences by using the new vocabulary.	4 h	
		Protecting intellectual property	1, 5, 7, 8, 9	Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions.	At the colloquium or the written and oral exam, students are able to paraphrase the text, explain the words and terms of the legal character related to the intellectual property issue as well as to form new sentences by using the new vocabulary.	4 h	
		Past Perfect Tense	2, 3, 4, 6	Students listen the lesson. They solve different linguistic tasks.	Students will know how to form, spell and use this grammatical tense.	10 h	
		Text Completion (grammar exercise)	2, 3, 4, 6	Students independently and in groups of two students deal with the text, solve grammatical tasks, translate sentences into English or Croatian.	At the colloquium or the written and oral exam, students are able to paraphrase the text, explain the words and terms of the legal character related to the intellectual property issue as well as to form new sentences by using the new vocabulary.	10 h	
		Contract law	1, 5, 7, 8, 9	Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions.	At the colloquium or the written and oral exam the students will be able to paraphrase the text, explain the new vocabulary, answer the questions related to the text.	10 h	

		Modal verbs	2, 3, 4, 6	Students listen the lesson. They solve different linguistic tasks.	At the colloquium or the written and oral exam students know how to correctly use modal verbs in written and spoken language.	4 h	
		Passive voice	2, 3, 4, 6	Students listen the lesson. They solve different linguistic tasks.	At the colloquium or the written and oral exam students know how to correctly use passive voice in written and spoken language.	4 h	
		Review II	1, 2, 3, 4, 5, 6, 7, 8, 9	Students solve grammar tasks and tasks related to comprehension, translation and paraphrasing.	Students will know how to paraphrase the text correctly and to explain new vocabulary. They will also know to form new sentences by using the new vocabulary.	16 h	

3. EVALUATION OF STUDENTS' WORK

3.1. Students` obligations	In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list. Students who have during the course achieved: <ul style="list-style-type: none">from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year;from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period;more than 50% - students have the right to take the final exam. Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam).					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	0,5	Written exam	1 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	2 (without written exam)	Seminar paper		Other	
	Class activity	0,5	Oral exam	1 (without colloquia)	Other	
3.3. Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as: Attending classes and exercises 45 hours Preparing colloquia or exams through individual work 45 hours					

4. GRADING SYSTEM

4.1. Grading seminar papers	
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4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average				
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.				
4.3. Final grade according to evaluation elements	Active course attendance	70-74,9% of attendance		75-79,9% of attendance		80-89,9% of attendance		90-100% of attendance	
		2 points		5 points		10 points		20 points	
	Colloquia/ Written exam	2		3		4		5	
		50-64,9%		65-79,9%		80-89,9%		90-100%	
		25 points		30 points		35 points		40 points	
	Oral exam	2		3		5		5	
		25 points		30 points		35 points		40 points	
4.3. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)		Numerical grade		ECTS grade			
		90 – 100%		5 (excellent)		A			
		80 – 89,9%		4 (very good)		B			
		65 – 79,9%		3 (good)		C			
		60 – 64,9%		2 (satisfactory)		D			
		50 – 59,9%		2 (satisfactory)		E			
5. ADDITIONAL COURSE INFORMATION									
5.1. Compulsory literature (available in the library and via other media)	Title					Number of copies in the library		Availability via other media	
	„Market Leader“, Business Law, A Robin Widdowson, Pearson/Longman, 2010 (the mandatory part only applies to the topics described in this implementation plan)					1		e-materijal available to all students on Claroline system of the Polytechnic of Šibenik	
	„Osnovna gramatika engleskog jezika“, Ivana Bratić, Veleučilište u Šibeniku, (e-izdanje) (the mandatory part only applies to the topics described in this implementation plan)							e-materijal available to all students on Claroline system of the Polytechnic of Šibenik	

5.2. Additional literature (at the moment of changes and/or amended of study programme)	Peter Strutt , „Market Leader - Business Grammar and Usage“, Business English , Pearson/Longman, 2000.
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.</p> <p>Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.</p>
5.4. Informing about the course and contacting the teacher	<p>It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).</p>

1. GENERAL INFORMATION ABOUT THE COURSE			
1.1. Course title	Administrative informatics	1.8. Course code in ISVU	
1.2. Course lecturer	Ivan Livaja PhD	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates	-	1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e-learning)	(15 + 45 + 0 + 0)
1.4. Study programme (professional undergraduate, and professional graduate)	Proffesional undergraduate study of Administrative law	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	5.
1.6. Year of study	1 st	1.21. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	4	1.14. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>

2. COURSE DESCRIPTION	
2.1. Course objectives	Provide students with an understanding of the fundamental concepts of information technology (IT) and the acquisition of practical skills in using essential office tools. Students will learn how to effectively manage business communication, organization, and computer resources, including cloud computing technologies. The course also covers the basics of creating presentations, spreadsheets, and databases, with an emphasis on data analysis and visualization. The focus is placed on the practical application of acquired knowledge in real business situations to prepare students for challenges in a professional environment.
2.2. Terms of course entry and required competences	No conditions.
2.3. Learning outcomes on the study programme level	LO1: Analyze the situation, identify opportunities, and anticipate problems faced by organizations and individuals in the application of information technologies.
	LO2: Define and evaluate the processes of thinking, planning, decision-making, and management in the context of electronically supported business and production.
	LO11: Link the activities of building and maintaining an information system with the needs of clients and users.
	LO12: Apply key aspects of information technologies (programming, algorithms, data structures, databases, and project management in the field of information technology).
	Learning outcomes accroding to the Bloom`s taxonomy: (up to two verbs per LO)
	Level of LO:

2.4. Expected learning outcomes on the course level		1- remembering, 2- understanding, 3- application, 4- analysis, 5- evaluation, 6- synthesis
	Evaluate key aspects of information technology, computer architecture, and operating systems.	4
	Apply basic and advanced functions of Microsoft Office suite for business communication and organization.	3
	Create documents, presentations, and diagrams using appropriate tools.	4
	Manage email and calendar in a business environment.	4
	Apply functions and formulas in spreadsheets for data analysis and visualization.	3
	Create simple databases and use queries and reports for data analysis.	5

2.5. Course content according to detailed curriculum schedule	Constructive alignment					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time needed
		Introduction to the course and detailed syllabus. Exercises: Familiarization with the e-learning system and webmail.	-	Attend lectures. Work on the computer to familiarize themselves with the course content and documents on the e-learning platform.	-	2 h
		Introduction to information technology, history, and basics of computer architecture. Exercises: MS Word – Creating and formatting a seminar paper.	1, 2	Attend lectures and read literature. Work on the computer.	In the midterm or written and oral exam, they know how to create and format a seminar paper in MS Word.	4 h
		Operating systems, software installation and management. Exercises: MS Word – Using styles and templates.	1, 2	Attend lectures and read literature. Work on the computer.	In the midterm or written and oral exam, they know how to use styles and templates in MS Word.	4 h

		Cloud computing technologies and their application. Exercises: MS Word – Advanced formatting and working with images.	1, 2	Attend lectures and read literature. Work on the computer.	In the midterm or written and oral exam, they know how to use advanced formatting and work with images in MS Word.	4 h
		Basics of creating presentations. Exercises: MS PowerPoint – Creating a presentation by editing the slide master.	2, 3	Attend lectures and read literature. Work on the computer.	In class/exercises and the oral exam, they know how to create a presentation by editing the slide master in MS PowerPoint.	4 h
		Effective management of business communication and organization. Exercises: MS Outlook – Managing email and calendar.	2, 4	Attend lectures and read literature. Work on the computer.	In class/exercises and the oral exam, they know how to manage email and calendar in MS Outlook.	4 h
		Introduction to diagram creation tools. Exercises: MS Visio – Creating a flowchart.	2, 3	Attend lectures and read literature. Work on the computer.	In class/exercises and the oral exam, they know how to create a flowchart using MS Visio.	4 h
		Preparation for the midterm exam. Midterm Exam 1.	1, 2, 3, 4	Attend lectures and read literature. Work on the computer.	The midterm exam is taken on the computer.	30 h
		Introduction to creating and formatting spreadsheets. Exercises: MS Excel – Creating and formatting Excel spreadsheet.	2, 5	Attend lectures and read literature. Work on the computer.	In the midterm or written and oral exam, they know how to create and format a worksheet in MS Excel.	4 h
		Using formulas and functions in spreadsheets. Exercises: MS Excel – Applying formulas and functions.	2, 5	Attend lectures and read literature. Work on the computer.	In the midterm or written and oral exam, they know how to apply basic functions and formulas in MS Excel.	4 h
		Data analysis and organization in spreadsheets.	2, 5	Attend lectures and read literature. Work on the computer.	In the midterm or written and oral exam, they know how to sort, filter, and analyze data in MS Excel.	4 h

		Exercises: MS Excel – Sorting, filtering, and analyzing data.				
		Data visualization in spreadsheets. Exercises: MS Excel – Creating charts based on worksheet data.	2, 6	Attend lectures and read literature. Work on the computer.	In the midterm or written and oral exam, they know how to create charts based on worksheet data in MS Excel.	4 h
		Introduction to databases. Exercises: MS Access – Creating a simple database.	2, 6	Attend lectures and read literature. Work on the computer.	In the midterm or written and oral exam, they know how to create a simple database in MS Access.	4 h
		Using queries and reports in databases. Exercises: MS Access – Using queries and reports.	2, 6	Attend lectures and read literature. Work on the computer.	In the midterm or written and oral exam, they know how to use queries and create reports in MS Access.	4 h
		Final considerations/Review and preparation for the midterm and/or final exam. Midterm Exam 2.	2, 5, 6	Attend lectures and prepare individually for the exam. Take the exam on the computer.	The midterm exam is taken on the computer.	40 h

3. EVALUATION OF STUDENTS' WORK

3.1. Students` obligations	In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry USB memory stick and their AAI@EduHr password. Students who have during the course achieved: from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; more than 50% - students have the right to take the final exam. Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through two colloquia); b) by passing the exam (written and oral part of the exam).					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course))	Attendance		Written exam	2 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	2 (without written exam)	Seminar paper		Other	

	Class activity	1	Oral exam	1	Other	
3.3. . Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as: Attending classes and exercises 45 hours Preparing colloquia or exams through individual work 75 hours					
4. GRADING SYSTEM						
4.1. Grading seminar papers	-					
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average	
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.	
4.3. Final grade according to evaluation elements	Activities in class	70-74,9% of attendance	75-79,9% of attendance	80-89,9% of attendance	90-100% of attendance	
		2 points	5 points	10 points	20 points	
	Colloquia/ Written exam	2	3	4	5	
		50-64,9%	65-79,9%	80-89,9%	90-100%	
		25 points	30 points	35 points	40 points	
	Oral exam	2	3	5	5	
		25 points	30 points	35 points	40 points	
4.4. Final grade according to absolute division	Percentage of acquired knowledge, skills and competences (teaching + final exam)		Numerical grade		ECTS grade	
	90 – 100%		5 (excellent)		A	
	80 – 89,9%		4 (very good)		B	
	65 – 79,9%		3 (good)		C	
	60 – 64,9%		2 (satisfactory)		D	
	50 – 59,9%		2 (satisfactory)		E	

5. ADDITIONAL COURSE INFORMATION			
5.1. Compulsory literature (available in the library and via other media)	Title	Number of copies in the library	Availability via other media
	Foulkes, L. (2020). Learn Microsoft Office 2019: A comprehensive guide to getting started with Word, PowerPoint, Excel, Access, and Outlook. Birmingham: Packt Publishing Ltd.	5	-
5.2. Additional literature (at the moment of changes and/or amended of study programme)	Habraken, J. (2021). Microsoft Office inside out (Office 2021 and Microsoft 365) (1st ed.). Microsoft Press.	-	-
	Brookshear, J. G., & Brylow, D. (2019). Computer science: An overview (13th ed., Global ed.). Pearson.	5	
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.		
5.4. Informing about the course and contacting the teacher	It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Šibenik University. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).		

1. GENERAL INFORMATION ON THE CASE			
1.1. Name of object	ADMINISTRATIVE PROCEDURAL LAW	1.8. College code in ISVU	
1.2. Case holders	Alen Lalic, lect.	1.9. College code in MOZVAG	
1.3. Associates	none	1.10. Method of teaching (number of hours P + V + S + learning)	(45+30+0+0)
1.4. Study programme (professional, specialist graduate professional study programme)	Undergraduate Professional Study of Administrative Studies	1.11. Level of application of e-learning (level 1,2,3), Percentage of course performance online (max. 20%)	Level 1 – materials up Stupni On-to Line 0%
1.5. College status (O,I)	Obligatory (O)	1.12. Ordinal number of amendments to the description of the college	
1.6. Year of study	2nd study year	1.13. Modernization	<input checked="" type="checkbox"/> yes , no.
1.7. Credit score (ECTS)	7	1.14. Estimation of the percentage of amendments to the course programme	Less than 20% <input checked="" type="checkbox"/> More than 20% <input type="checkbox"/>
2. CASE DESCRIPTION			

2.1. Objectives of the College	<p>The main objective of the course is to familiarize students with the concept of procedural law and with the basic legal institutes of administrative procedural law, at a level that allows the direct application of administrative norms to an individual case by solving administrative matters, the use of appeals and other legal remedies in administrative proceedings, and the drafting of administrative acts and other written articles in administrative proceedings.</p> <p>After successfully passing the course, students will be trained to directly engage in the implementation of administrative procedures and similar work processes.</p>
2.2. Requirements for course admission and entry competences required for the course	Conditions for enrollment in the second year of study.
:2.3. Programme-wide learning outcomes to which the course contributes	IU 1, 2, 5, 6, 8, 10, 11, 12, 13 .

2.4. Expected learning outcomes at course level (4-10 learning outcomes)	Learning outcomes according to Bloom's taxonomy: (up to two verbs per IU)		Level IU: 1- compassion, 2- understanding 3- application 4-analysis, 5 evaluation, 6-synthesis
	Distinguish between general and special administrative procedures.		4
	Describe and analyze the principles of general administrative procedure.		2,4
	Distinguish criteria for determining jurisdiction in administrative proceedings and cases of exemption of an official when conducting administrative proceedings.		4
	Explain the importance and role of the parties in administrative proceedings		2
	Describe and analyze the course of the administrative procedure.		2,4
	Explain and analyze all the actions that need to be carried out when conducting and completing administrative procedures		2,4
	Handle the conduct of all types of administrative proceedings in the first instance.		3

	Choose the appropriate type of remedy according to the General Administrative Procedure Act and recommend it to the parties and - the authorized persons of the right to submit them.	3
	Judge the system of rules of administrative procedure in the legal system of the European Union	5
	Propose the application of the Institute from the General Administrative Procedure Act in specific administrative proceedings	3

2.5. Course content elaborated in detail according to the hourly rate	Constructive alignment					
	r.br.	Thematic unit	IU College	Teaching content/method	Evaluation	Time required
		Introduction to the course and detailed detailed curricula	-	They're listening to a lecture. On exercises independently working on the computer, they are introduced to the content of the course and documents on the e-learning page of the subject.	-	

		Peculiarities of administrative procedure. Standardization of the general administrative procedure.	1,7	They listen to a lecture, browse databases and read literature.	At the colloquium or exam, students can explain the concept of administrative procedure, the peculiarities of the administrative procedure, and the development of standardization of the general administrative procedure in the world and in Croatia.	10
		General and special administrative procedures. Obligated to conduct administrative proceedings. It's an administrative matter.	1,7,10	They listen to lectures and read literature. On the exercises independently and in a team, they analyze examples from practice and draw conclusions about the application of legal regulations to a specific factual situation. In group work on exercises, the brain storm method and the method of discussing the topic covered are applied.	At a colloquium or exam, students know how to distinguish general from special administrative procedures, explain the subject of the General Administrative Procedure Act and its application, explain the concept of an administrative matter. Created and presented practical work (independent using computer programs).	12
		Principles of administrative procedure.	2,7,10	They listen to lectures and read literature. On the exercises independently and in a team, they analyze examples from practice and draw conclusions about the application of legal regulations to a specific factual situation.	On a colloquium or exam, students know how to list and analyze the principles of administrative procedure. Created and presented practical work (independent using computer programs).	12
				In group work on exercises, the brain storm method and the method of discussing the topic covered are applied.		

		Jurisdiction in administrative proceedings. A person authorized to conduct administrative proceedings and resolve it.	3,7,10	<p>Listen lecture and They read literature.</p> <p>On the exercises independently and in a team, they analyze examples from practice and draw conclusions about the application of legal regulations to a specific factual situation.</p> <p>In group work on exercises, the brain storm method and the method of discussing the topic covered are applied.</p>	<p>At a colloquium or exam, students know how to explain competence in administrative proceedings (determination of competent public law body, conflict of jurisdiction, joint decision in administrative matter, single administrative place), designate an official person authorized to conduct administrative proceedings and resolve it, and state and explain the reasons for its exemption.</p> <p>Developed and presented practical work (independent use of computer programs and sources of court and other legal practice).</p>	12
		Legal assistance in administrative matters. A party to administrative proceedings.	4,7,10	<p>Listen lecture and They read literature.</p> <p>On the exercises independently and in a team, they analyze examples from practice and draw conclusions about the application of legal regulations to a specific factual situation.</p> <p>In group work on exercises, the brain storm method and the method of discussing the topic covered are applied.</p>	<p>At the colloquium or exam, students know how to explain legal assistance in administrative matters, explain the right to declare a party in administrative proceedings, distinguish between one-party and multiparty administrative matters, determine the party in administrative proceedings, explain the taking of actions in administrative proceedings.</p> <p>Developed and presented practical work (independent use of computer programs and</p>	12

					sources of court and other legal practice).	
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		Initiating administrative proceedings. The process of resolving an administrative matter.	5,6,7,10	<p>They listen to lectures and read literature. On the exercises independently and in a team, they analyze examples from practice and draw conclusions about the application of legal regulations to a specific factual situation.</p> <p>In group work on exercises, the brain storm method and the method of discussing the topic covered are applied.</p>	<p>At the colloquium or exam, students know how to describe the initiation of administrative proceedings at the request of the party and ex officio, explain the amendment and withdrawal of the request, explain the merger and separation of the administrative matter, explain the determination of the facts, the immediate resolution of the administrative matter, the investigation procedure, the oral hearing and the preliminary question. Created and presented practical work (independent use of computer programs and sources of jurisprudence and other legal practice).</p>	12
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		Argumentation. Actions in administrative procedure.	5,6,7,10	<p>They listen to lectures and read literature. On the exercises independently and in a team, they analyze examples from practice and draw conclusions about the application of legal regulations to a specific factual situation and independently draw examples of conclusions.</p> <p>In group work on exercises, the brain storm method and the method of discussing the topic covered are applied.</p>	At a colloquium or exam, students can explain the concept of proof and the concept of evidence, explain the security of evidence, explain the concept and use of documents, witnesses, expert witnesses, eyewitnesses and statements of a party as evidence in administrative proceedings, explain submissions, electronic communication, minutes, renewal (reconstruction) of files in administrative proceedings, and distinguish between the decision and conclusion. Created and presented practical work (independent use of computer programs and sources of jurisprudence and other legal practice).	12
		Terms. Notification.	5,6,7,10	<p>They listen to lectures and read literature. On the exercises independently and in a team, they analyze examples from practice and draw conclusions about the application of legal regulations to a specific factual situation.</p>	At the colloquium or exam, students know how to describe the determination and calculation of deadlines in the administrative procedure, explain the return to the previous state in the administrative procedure, explain the forms	12

				In group work on exercises, the brain storm method and the method of discussing the topic covered are applied.	information in administrative proceedings, explain informing of the course of the proceedings and reviewing the file, explain service in administrative proceedings. Developed and presented practical work (independent use of computer programs and sources of court and other legal practice).	
		Dealing with the administrative matter.	5,6,7,10	<p>They listen to lectures and read literature. On the exercises independently and in a team, they analyze examples from practice and draw conclusions about the application of legal regulations to a specific factual situation and independently develop examples of solutions.</p> <p>In group work on exercises, the brain storm method and the method of discussing the topic covered are applied.</p>	<p>At a colloquium or exam, students know how to explain the concept of a solution in an administrative procedure, describe the form and content of the decision, specify the deadline for issuing a decision, explain the premise of adopting a party's request, explain the special types of solutions, explain the settlement of the parties and the suspension of administrative proceedings as other ways of terminating the administrative procedure.</p> <p>Created and presented practical work (independent use of computer programs and sources of jurisprudence and other legal practice).</p>	12

		Regular remedies.	5,6,7,8,10	<p>They listen to lectures and read literature. On the exercises independently and in a team, they analyze examples from practice and draw conclusions on the application of legal regulations to a specific factual situation and independently make examples of appeals and objections.</p> <p>In group work on exercises, the brain storm method and the method of discussing the topic covered are applied.</p>	<p>At a colloquium or examination, students know how to list and distinguish between regular and extraordinary legal remedies in administrative proceedings and distinguish and explain appeal and objection as regular legal remedies in administrative proceedings.</p> <p>Created and presented practical work (independent use of computer programs and sources of jurisprudence and other legal practice).</p>	12
		Extraordinary remedies.	5,6,7,8,10	<p>They listen to lectures and read literature. On the exercises independently and in a team, they analyze examples from practice and draw conclusions about the application of legal regulations to a specific factual situation.</p> <p>In group work on exercises, the brain storm method and the method of discussing the topic covered are applied.</p>	<p>At the colloquium or exam, students know how to list and distinguish extraordinary legal remedies in administrative proceedings (renewal of proceedings, annulment and cancellation of decisions and advertising solutions null and void) and explain them.</p> <p>Created and presented practical work (independent use of computer programs and sources of jurisprudence and other legal practice).</p>	12

		Enforcement in administrative proceedings.	5,6,7,10	They listen to lectures and read literature. On the exercises independently and in a team, they analyze examples from practice and draw conclusions about the application of legal regulations to a specific factual situation. In group work on exercises, the brain storm method and the method of discussing the topic covered are applied.	On a colloquium or exam, students know how to explain execution in administrative proceedings. Created and presented practical work (independent use of computer programs and sources of jurisprudence and other legal practice).	12
		Rules of general administrative procedure in European Union law	9	They listen to lectures and read literature. On the exercises independently and in a team, they analyze examples from practice and draw conclusions about the application of legal regulations to a specific factual situation. In group work on exercises, the brain storm method and the method of discussing the topic covered are applied.	At a colloquium or examination, the student knows how to specify and explain the rules of general administrative procedure in European Union law. Created and presented practical work (independent use of computer programs and sources of jurisprudence and other legal practice).	12
		Necessary application for administrative procedure in European Union law	9	They listen to lectures and read literature. On the exercises independently and in a team, they analyze examples from practice and draw conclusions about the application	At a colloquium or exam, students know how to distinguish and explain the necessary requirements for conducting administrative proceedings in European Union law.	12

				<p>legal regulations on a specific factual situation.</p> <p>In group work on exercises, the brain storm method and the method of discussing the topic covered are applied.</p>	<p>Created and presented practical work (independent use of computer programs and sources of jurisprudence and other legal practice).</p>	
		Concluding considerations/Repetition and preparation for the exam.	1,2,3,4,5,6,7,8,9,10	<p>They listen to the lecture and prepare individually for the exam.</p> <p>They listen to lectures and read literature. On the exercises independently and in a team, they analyze examples from practice and draw conclusions about the application of legal regulations to a specific factual situation.</p> <p>In group work on exercises, the brain storm method and the method of discussing the topic covered are applied.</p>	<p>Created and presented practical work (independent use of computer programs and sources of jurisprudence and other legal practice).</p>	44

3. EVALUATION OF STUDENT WORK

3.1. Obligations of the student	<p>In accordance with <i>the Regulations on studying</i> and <i>the Ordinance on the evaluation and evaluation of students' work</i>: for all full-time students attendance at least 70%. Part-time students are obliged to attend classes at least 50%.</p> <p>Students who have achieved:</p> <ul style="list-style-type: none"> From 0 – 24.9% of ECTS credits - they are assessed with an F grade (unsuccessful) and cannot earn ECTS credits, and must re-enroll in the subject in the next academic year; From 25 – 49.9% - they are rated FX (insufficient) and must come out and pass the written exam (test). The written exam (test) can be held within a regular or part-time examination period; More than 50% - students are entitled to access the final exam of the subject. <p>Students can pass the final exam in the course in two ways: a) during classes through continuous monitoring of students (active participation in teaching and preparation and presentation of practical work and two colloquia); b) during classes (active participation in teaching and preparation and presentation of practical work) and passing exams (written exam).</p>
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3.2. Monitoring the work of students (enroll in the share of ECTS credits for each activity so that the total number of ECTS credits corresponds to the credit value of the course)	Attendance of classes	2.5	Written exam	2 (without colloquium)	Project	
	Experimental work		Research		Practical work	0.5
	Assay		Report		Continuous verification	
	Colloquiums	4 (without written exam)	Seminar paper		(other enroll)	
	Activities in continuation		Viva voce	2 (without colloquium)	(other enroll)	
3.3. Student workload	The student's workload on all grounds is for 1 ECTS credit 30 hours of work in the semester and is assessed as:					
	Obligation		Hours (estimate)			
	Attendance of classes		75			
	Creating practical work and presentation		15			

	Preparation for colloquium/exam through self-study			120	
4. FORMATION OF THE RATING					
4.1. Evaluation of the seminar paper	Valuation element	Badly	Satisfactorily	Above average	
	Organization	The work is not organized in a logical order and lacks structure.	The work is well structured with a clear distinction between the introduction, the main part of the text and the conclusion.	The work is well structured with a clear distinction between the introduction, the main part of the text and the conclusion that are excellently logically related to each other.	
	Terminology, writing style	Words and phrases low aligned with official terminology. The writing style is not appropriate, the sentences are too long, with a modest vocabulary and with frequent and repeated grammatical errors.	Words and expressions are aligned with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate, and there are few grammatical errors.	Words and phrases are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.	
	Citing and citing references	Sources are not cited at all. The references do not fit the topic and show a superficial approach to researching the topic.	Sources are cited, but incompletely and with errors. The references are appropriate for the topic and show a satisfactory research stance.	The sources are accurately, completely and consistently listed. The references are appropriate, their list is "rich" and comprehensive, and shows a detailed research approach.	
4.2. Evaluation of colloquiums /	Badly		Satisfactorily	Above average	
Written and the oral part of the exam	It responds from memory, without a deeper understanding. He does not know or apply basic terms and concepts. He does not know how to apply or explain the content of the course with examples.		He reproduces basic concepts and without difficulty transfers new knowledge, understands the material, explains terms and concepts that he supports with examples.	Knowledge is at the level of analysis, synthesis and evaluation. He perceives the laws, accurately and thoroughly explains the content of the material and logically connects and explains terms and concepts that he substantiates with examples. Find solutions that were not originally given. It sees correlations with related material.	
	Active attendance of classes	70-75% of attendance	76-86% of the attendance	87-100% attendance	Case study solution

4.3. Formation of the final assessment according to the elements of evaluation			2 points		4 points		7 points		3 points			
	Practical work		2		3		4		5			
			5 points		7 points		8 points		10 points			
	Passing the colloquium / Written part of the exam		2		3		4		5			
			50-64,9%		65-79,9%		80-89,9%		90-100%			
			25 points		30 points		35 points		40 points			
	Oral part of the exam		2		3		5		5			
			25 points		30 points		35 points		40 points			
4.4. Formation of a final assessment based on absolute distribution		Percentage of acquired knowledge, skills and Competence (teaching + final exam)	Numerical rating		ECTS rating							
		90 – 100%	5 (excellent)		And							
		80 – 89,9%	4 (very good)		B							
		65 – 79,9%	3 (good)		C							
		60 – 64,9%	2 (sufficient)		D							
		50 – 59,9%	2 (sufficient)		E							
5. ADDITIONAL INFORMATION ON THE CASE												
5.1. Compulsory literature (available in the library and through other media)	Title								Number of copies in the library		Availability through other media	
	Đerđa, D., General Administrative Procedure in the Republic of Croatia, Inženjerski biro, 2010. Đerđa, D., Basics of Administrative Law of the European Union, Faculty of Law, University of Rijeka, Rijeka, 2012, selected parts										Available on-line	

	Law on General Administrative Procedure		
5.2. Supplementary literature (at the time of application amendment and/or addition to the study programme)	<ol style="list-style-type: none"> 1. Turčić, Z., Commentary Law on General Administrative Procedure (third amended edition), Organizer, Zagreb, 2012. 2. Turčić, Z., Manual for the Application of the General Administrative Procedure Act, Organizer, Zagreb, 2013. 3. Bienenfeld, J. et al.: Application of the General Administrative Procedure Act, Novi informator, Zagreb, 2010. 3. Đerđa, D. et al: Actualities of administrative practice and administrative judiciary, Inženjerski biro, Zagreb, 2015. 		Available on-line

5.3. Quality monitoring methods ensuring the acquisition of output knowledge, skill and competence	<p>Quality control of students' work and acquisition of the necessary knowledge and skills will be ensured through interactive work. By keeping records of the presence and activities of students in teaching and the information obtained on the progress of students through colloquiums, information will be obtained for further instructions to students in order to increase the efficiency of their work. Students will be briefed on their rights and obligations and work methods and necessary literature. Indicators of the quality assurance system: Student survey, monitoring of annual data from HZZZ on the annual state of employment of students, surveys of employers and association Alumni.</p>
5.4. Informing about the course and contacting the teacher	<p>It is the obligation of every student to regularly inform themselves about the course, teaching and activities in classes. All notifications about teaching or possible postponement of classes will be published in a timely manner on the e-learning pages of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations, they can contact during class. It is also possible to ask questions by e-mail (from the official e-mail address on the domain @vus.hr) to which they will be answered as soon as possible (no later than five working days from the receipt of the e-mail).</p>

GENERAL COURSE INFORMATION			
1.1. Course title	Basics of international law	1.8. Course code in ISVU	(228404) (U17) (228410) (U17-I)
1.2. Course lecturer	Ljubo Runjić, PhD, <i>Professor of Applied Studies</i>	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates	Sanja Vešić Mirčeta, mag. iur., Lecturer	1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	(45+15+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate Study Administrative Law	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	5
1.6. Year of study	2 nd	1.22. Modernization	<input type="checkbox"/> da <input type="checkbox"/> ne
1.7. Credit score (ECTS)	5	1.14. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>

2. COURSE DESCRIPTION	
2.1. Course objectives	The aim of the course is to enable students to acquire basic knowledge of the system of legal rules governing relations between international legal subjects.
2.2. Terms of course entry and required competences	General conditions required for enrollment in III. semester. Understanding of fundamental concepts in the area of state theory and law, constitutional law, as well as finding internal and international legal sources.

2.3. . Learning outcomes on the study programme level	<p>LO1: Link the basic concepts of different branches of law and generalize the issues of work in public administration</p> <p>LO2: To analyze the interferences of international, European and national law</p> <p>LO3: To analyze and critically evaluate the structure and functioning of the state government in the Republic of Croatia and the structure, bodies and mode of functioning of the European Union, and to evaluate trends in the modern development of public administration.</p> <p>LO4: To analyze the impact of social processes on the constitutional order and administrative systems, in particular the processes of globalization, euro-integration, transition, urbanization, regionalization and decentralization.</p> <p>LO8: To use and develop complex written and oral communication in Croatian and English.</p> <p>LO10: To organize and conduct teamwork, and critically evaluate the opinions and attitudes of team stakeholders</p>	
2.4. Expected learning outcomes on the course level	<p>Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)</p>	<p>Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis</p>
	To analyze individual branches of international law.	4
	To identify sources of international law.	4
	To identify and explain the constituent elements of particular categories of subjects of international law.	5
	To explain the relationship between international and national law in terms of international legal doctrine and existing international law.	5
	To examine the role of certain international legal entities in the creation of international law.	4
	To evaluate the role of international law in regulating relations in the international community of recognized subjects.	5
	To anticipate the development of the international legal order, taking into account the existing relations in the international community.	6

2.5. Course content according to detailed curriculum schedule	Constructive allignment					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
		Introduction to the course and a detailed teaching plan	-	Listen to a lecture. At the seminar, students are introduced to the course content and documents on the	-	3h

				e-learning page of the course by working independently on a computer.		
		Introduction - the concept of international law, divisions of international law, sources of international law, history of international law	1, 2, 4, 6	Listen to a lecture and read literature.	At the colloquium or the written / oral exam students can define the basic concepts of administrative systems in the science of administration.	5h
		Subjects of international law - general views, individual, international organisms, state	1, 2, 3, 5	Listen to a lecture and read literature.	At the colloquium or the written / oral examination students can define certain categories of subjects of international law and identify and explain their constituent elements.	10h
		Subjects of International Law - Insurgency and Liberation Movements, Addition Relations, Special Areas, Holy See and Vatican City State, Permanent Neutrality	1, 2, 3, 5	Listen to a lecture and read literature.	At the colloquium or the written / oral examination students can define certain categories of subjects of international law and identify and explain their constituent elements.	8h
		Objects of international law - state territory, borders, rivers	1, 2, 6, 7	Listen to a lecture and read literature. At the exercises students on practical examples carry out demarcation on land, sea and rivers.	At the colloquium or the written / oral exam students can define the basic institutes in the science of objects of international law and explain the basic ways of demarcation of state power in space.	10h
		Objects of international law - sea, international excavation, airspace, space	1, 2, 6, 7	Listen to a lecture and read literature. At the exercises students analyze examples from international case law.	At the colloquium or the written / oral exam students know how to analyze and explain the international regimes at sea, the international treaties, the airspace and space.	10h
		Objects of international law - acquisition of territories, succession of states, interstate servitudes	1, 2, 6, 7	Listen to a lecture and read literature. At the exercises students analyze individual institutes from the science of objects of international law.	At the colloquium or the written / oral exam students can differentiate and explain different ways of acquisition an area. Explain the succession of states and interstate servitudes.	10h
		Individual in international law - citizens and foreigners, international protection of man, minorities,	2, 5, 6, 7	Listen to a lecture and read literature. At the exercises students analyze cases from international jurisprudence.	At the colloquium or the written / oral exam students can identify and enumerate basic international human rights documents.	10h

		criminal responsibility of the individual				
		The bodies of international relations - in general, organs of external representation, diplomatic representatives, diplomatic privileges, consuls, international officials	1, 2, 6, 7	Listen to a lecture and read literature. At the exercises students analyze diplomatic and consular examples.	At the colloquium or the written / oral exam students can identify the sources of diplomatic and consular law, and list and describe individual institutes from that field.	10h
		Legal facts of international law - legal affairs in general, unilateral legal acts, treaties	1, 2, 6, 7	Listen to a lecture and read literature. At the exercises students simulate the process of concluding treaties.	At the midterm exam or the written / oral exam students can identify and explain each type of legal conducts.	10h
		International organizations - United Nations (establishment, right, membership, organs)	1, 2, 5, 6, 7	Listen to a lecture and read literature. At the exercises students simulate the decision-making process of the United Nations Security Council.	At the colloquium or the written / oral exam students can explain the organizational structure of the United Nations and their role in creating international law.	10h
		International organizations - United Nations specialized agencies, other international organizations related to the United Nations, United Nations subsidiary bodies, regional organizations	1, 2, 5, 6, 7	Listen to a lecture and read literature. At the exercises students analyze the goals, organization and functioning of individual international organizations within the United Nations system.	At the midterm or written / oral examination students can describe the goals and activities of individual international organizations within the United Nations system.	10h
		Peaceful dispute settlement and peacekeeping - negotiation, enquiry, mediation, conciliation, arbitration, judicial settlement	1, 2, 4, 6, 7	Listen to a lecture and read literature. At the exercises students analyze relevant international case law	At the colloquium or written / oral exam students know enumerate and explain the various peaceful settlement of disputes and ensuring peace.	8h
		The role of the United Nations in the peaceful settlement of disputes and in securing peace - the peaceful settlement of disputes within the United Nations, bringing disputes to the United Nations, collective action, peacekeeping, disarmament	1, 2, 6, 7	Listen to a lecture and read literature. At the exercises students analyze case studies of peaceful dispute resolution and peacekeeping.	At the colloquium or the written / oral examination students can explain the various means of peaceful settlement of disputes and the securing of peace within the United Nations.	8h
		Law of Armed Conflict - sources, concept, persons involved in armed	1, 2, 6, 7	Listen to a lecture and read literature. At the exercises	At the colloquium or the written / oral examination students can define the basic	8h

		conflict, restrictions on the conduct of hostilities, protection of certain categories of persons, war occupation		students analyze relevant case studies on the rights of armed conflict.	institutes of the rights of armed conflicts and identify and enumerate international normative sources of the rights of the armed conflicts.	
		The law of armed conflicts - the concept of neutrality, the rights and duties of neutrals, blockades, the right of seizure	1, 2, 6, 7	Listen to a lecture and prepare individually for the exam. At the exercises students analyze relevant case studies on the rights of armed conflict.	At the colloquium or the written / oral examination students can define the basic institutes of the rights of armed conflicts and identify and enumerate international normative sources of the rights of the armed conflicts.	20h

3. EVALUATION OF STUDENTS' WORK

3.1. Students' obligations	<p>In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; more than 50% - students have the right to take the final exam. <p>Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam).</p>					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course))	Attendance		Written exam	2 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	4,5 (without written exam)	Seminar paper		Other	
	Class activity		Oral exam	2,5 (without colloquia)	Other	
3.3. . Student workload	<p>Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:</p> <p>5. Attending classes and exercises 60 hours</p> <p>6. Preparing colloquia or exams through individual work 90 hours</p>					

4. GRADING

4.1. Grading seminar papers	The evaluation element	Unsatisfactory	Satisfactory	Above average
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	Organization	The paper is not organized in a logical order and lacks structure.	The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion.	The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion, which are logically interconnected.		
	Terminology, writing style	Words and expressions low in line with official terminology. The writing style is not appropriate, the sentences are too long, of a modest vocabulary and with frequent and repeated grammatical errors.	Words and expressions are in line with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors.	Words and expressions are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.		
	Citing and referencing references	The sources are not listed at all. The references do not fit the topic and show a cursory approach to exploring the topic.	The sources are listed but incomplete and with errors. The references are relevant to the topic and show a satisfactory research attitude.	The sources are accurately, completely and consistently listed. The references are appropriate, their list is "rich" and comprehensive and shows a detailed research approach.		
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average	
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.	
4.3. Final grade according to evaluation elements	Active course attendance	70-75% of attendance	76-86% of attendance	87-100% of attendance		
		3 points	5 points	10 points		
	Colloquia/ Written exam	2	3	4	5	
		50-64,9%	65-79,9%	80-89,9%	90-100%	
		27 points	33 points	39 points	45 points	
	Oral exam	2	3	5	5	
	27 points	33 points	39 points	45 points		

4.4. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade	
		90 – 100%	5 (excellent)	A	
		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (good)	C	
		60 – 64,9%	2 (satisfactory)	D	
		50 – 59,9%	2 (satisfactory)	E	
5. ADDITIONAL COURSE INFORMATION					
5.1. Compulsory literature (available in the library and via other media)	Title			Number of copies in the library	Availability via other media
	1. Andrassy, J., Bakotić, B., Seršić, M., Vukas, B., Međunarodno pravo 1, Zagreb, Školska knjiga, 2010. (selected chapters)			5	
	2. Andrassy, J., Bakotić, B., Lapaš, D., Seršić, M., Vukas, B., Međunarodno pravo 2, Zagreb, Školska knjiga, 2012. (selected chapters)			5	
	3. Andrassy, J., Bakotić, B., Seršić, M., Vukas, B., Međunarodno pravo 3, Zagreb, Školska knjiga, 2006. (selected chapters)			5	
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. Degan, V. Đ., Međunarodno pravo, Zagreb, Školska knjiga, 2011.			5	
	2. Runjić, Lj., Međunarodnopravni subjektivitet međunarodnih organizama u suvremenom međunarodnom pravu, Veleučilište u Šibeniku, 2016.			5	
	3. Runjić, Lj., Pravo međunarodnih organizacija, Rijeka, Libertin, 2019.			5	
	4. Shaw, M. N., International Law, Cambridge, Cambridge University Press, 2014.			2	
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.				
5.4. Informing about the course and contacting the teacher	It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations teachers can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).				

GENERAL COURSE INFORMATION			
1.1. Course title	ADMINISTRATIVE LAW 2	1.8. Course code in ISVU	
1.2. Course lecturer	Sanja Veštić Mirčeta, senior lecturer	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates	None	1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	(45+0+30+0)
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate Study Administrative Law	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	
1.6. Year of study	2.	1.23. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	6	1.14. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	<p>The main goal is to provide students with knowledges of basic institutes of administrative law, knowledges of organisation and activities of public administration and knowledges of administrative law of European union.</p> <p>Course is linked to other courses that focus on public administration, especially with course named Administrative law 1.</p>		

2.2. Terms of course entry and required competences	Previously passed course Administrative Law 1.		
2.3. . Learning outcomes on the study programme level	LO 1, 2, 4,5,6,7,8,9,10,11,12,13		
2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)		Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis
	To demonstrate development, organization and tasks of public administration in Republic of Croatia and to discuss of efficiency of that system.		4,5
	To compare relations between public administration and other subjects, especially with judiciary.		4
	To analyse administrative act and to differ administrative act from other acts.		4
	To differ public goods from other goods.		4
	To analyse process of expropriation.		4.5
	To access significance of right to access informations.		5
	To predict concept of administrative law of European union and to differ sources of administrative law of European union.		6
	To identify administration of European union and to analyse performing of administrative tasks in European union.		4

2.5. Course content according to detailed curriculum schedule	Constructive allignement					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
		Introduction to course and lesson plan. Developement of state administration in Croatia.	1	Listen to lectures and read literature, discuss. Get to know course content and documents on e-learning.	On colloquium and on exam students know to describe developement of state administration in Croatia.	2 hours 8 hours

		Organization of state administration. Internal organization and forming of bodies of state administration. Organization of state administration on Republic of Croatia.	1	Listen to lecture, read literature, discus, write and present seminar paper.	On colloquium and on exam students know to explain organization and internal organization of state administration and organization of state administration on Republic of Croatia. Witten and presented seminar paper.	10 hours
		Tasks of state administration	1	Listen to lecture, read literature, discus, write and present seminar paper.	On colloquium and on exam students know to explain tasks of public administration. Witten and presented seminar paper.	10 hours
		Relations between state administration and other subjects.	2	Listen to lecture, read literature, discus, write and present seminar paper.	On colloquium and on exam students know to explain relations between state administration and other subjects. Written and presented seminar paper.	10 hours
		Relations between state administration and judiciary	2	Listen to lecture, read literature, discus, write and present seminar paper.	On colloquium and on exam students know to explain relations between state administration and judiciary. Written and presented seminar paper.	10 hours
		Administrative act- part one	3	Listen to lecture, read literature, discus, write and present seminar paper.	On colloquium or on exam students know to determine concept of administrative act, to determine author of administrative act, to specify and to explain main characteristics of administrative act and to specify, to explain and to differ types of administrative acts. Written and presented seminar paper.	10 hours
		Administrative act- part two	3	Listen to lecture, read literature, discus, write and present seminar paper.	On colloquium or on exam students know to determine form and content of administrative act, to specify, to explain and to differ appendix to administrative act, to describe timeframe of administrative act, its retroactive effect and	10 hours

					obligatory and to explain execution of administrative act. Written and presented seminar paper.	
		Administrative act- part three	3	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to explain and to analyze finality of administrative act, wrongful administrative acts and to explain other acts of administration. Written and presented seminar paper.	10 hours
		Public goods	4	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to explain common goods and public goods. Written and presented seminar paper.	10 hours
		Administrative ownership restrictions	5	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to define and to explain institute of expropriation as well as the expropriation in Croatian legal system and to explain concept and significance of arrondissement and land consolidation. Written and presented seminar paper.	10 hours
		Right to access informations	6	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to explain right to access to informations. Written and presented seminar paper.	10 hours
		Basics of administrative law of European union- part one	7	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to identify concept of administrative law of European union and to differ sources of that law. Written and presented seminar paper.	10 hours
		Basics of administrative law of European union- part two	8	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to explain structure of administrative bodies in European union. Written and presented seminar paper.	10 hours
		Basic of european law of European union- part three	8	Listen to lecture, read literature, discuss, write and present seminar paper.	On colloquium or on exam students know to explain jurisdiction of European union and to differ methods of executing administrative tasks. Written and presented seminar paper.	10 hours
		Final observations / Repetition and preparation for exam.		Listen to lecture, read literature, discuss, write and present seminar paper.		40 hours

3. EVALUATION OF STUDENTS` WORK

3.1. Students` obligations	In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students are obligated to write and to present seminar paper.
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	<p>Students who have during the course achieved:</p> <ul style="list-style-type: none">from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year;from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period;more than 50% - students have the right to take the final exam. <p>Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes, writing and presenting term paper and through two colloquia); b) during the course (active participation in classes and writing and presenting term paper) and by passing the exam (written and oral part of the exam).</p>					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course))	Attendance	2, 5 ECTS	Written exam	1,5 ECTS (no colloquium=	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	2,5 ECTS (no exam)	Seminar paper	1	Other	
	Class activity		Oral exam	1 (no colloquium)	Other	
3.3. . Student workload	<p>Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:</p> <p>Attending classes and exercises. 75 hours</p> <p>Writing and presenting seminar paper. 30 hours</p> <p>Preparing colloquia or exams through individual work. 75 hours</p>					
4. FORMIRANJE OCJENE						
4.1. Grading seminar papers	-					
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average	
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.	
4.3. Final grade according to evaluation elements	Active course attendance	50-64,9% attendance	65-80% attendance	80-89,9% attendance	90-100% attendance	
		3 points	5 points	7 points	10 points	

	Seminar paper	2	3	4	5
		5 points	6 points	8 points	10 points
	Colloquia/ Written exam	2	3	4	5
		50-64,9%	65-79,9%	80-89,9%	90-100%
		25 points	30 points	35 points	40 points
	Oral exam	2	3	4	5
		25 points	30 points	35 points	40 points
4.4. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade	
		90-100%	5	A	
		80-89,9%	4	B	
		65-79,9%	3	C	
		60-64,9%	2	D	
		50-59,9%	2	D	
		5. ADDITIONAL COURSE INFORMATION			
5.1. Compulsory literature (available in the library and via other media)	Title			Number of copies in the library	Availability via other media
	Textbooks: Borković, I., Upravno pravo, Narodne novine, Zagreb, 2002, selected chapters Đerđa, Dario, Osnove upravnog prava Europske unije, Pravni fakultet Sveučilišta u Rijeci,2012, selected chapters Regulations: Ustav Republike Hrvatske Zakon o sustavu državne uprave Zakon o izvlaštenju i određivanju naknade Zakon o pravu na pristup informacijama				
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1.Aviani, D., Praktikum upravnog prava Republike Hrvatske, II.izdanje, Veleučilište u Splitu, Split, 2003. 2.Ivančević Velimir, Institucije upravnog prava, Zagreb, Pravni fakultet u Zagrebu, 1983 3. Babac Branko, Upravno pravo, Osijek, Pravni fakultet u Osijeku, 2004.				

	<p>4. Aviani, D., Pojam i izvori prava Europske unije, Zbornik radova Pravnog fakulteta Sveučilišta u Mostaru, Mostar, br. XV., 2002., str. 231.-246.</p> <p>5. Aviani, D., Zasebno korištenje opće-uporabljivih dobara : dometi i ograničenja, Zbornik radova Pravnog fakulteta Sveučilišta u Splitu, br.1., 2009., str. 123.-150.</p> <p>4. Britvić-Vetma, B. Pravo izvlaštenja nekretnina u Hrvatskoj: opći režim i posebni postupci, „Zbornik radova Pravnog fakulteta u Splitu“, br.1., 2009, str.201.-246.</p>		
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.</p> <p>Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.</p>		
5.4. Informing about the course and contacting the teacher	<p>It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).</p>		

GENERAL INFORMATION			
1.1. Course lecturer	Nika Terze	1.8. Course code in ISVU	140823
1.2. Course title	Office Business and Correspondence	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates	N. Terze	1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(30+15+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate Professional Study Administrative Law	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	4
1.6. Year of study	2 st	1.24. Modernization	Yes
1.7. Credit score (ECTS)	4	1.14. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	The aim is to adopt, through lectures, the basics and basic elements of office operations in state administration bodies, bodies of local and regional government units, legal entities with public authorities, but also in companies. After successfully completing the course, the students will be trained to direct and efficiently organize and search and store documents in administrative and similar professional affairs as well as to communicate with clients.		
2.2. Terms of course entry and required competences	Conditions for enrollment of the second year of study.		
2.3. Learning outcomes on the study programme level	<p>IU5: Manage official potential, office operations and various administrative processes and establish communication with users of public services.</p> <p>IU6: Evaluate the effects of the actions of public administration bodies and organizations and other government entities at different levels on the lives of citizens</p> <p>IU7: Break down and apply basic rules in the field of IT administrative law and statistics to solving professional problems in the field of public administration</p>		

	<p>IU8: Use and develop complex written and oral communication in Croatian and English</p> <p>IU10: Organize and implement work in a team, and critically evaluate the opinions and attitudes of team members</p> <p>IU11: Independently and responsibly search, interpret and apply relevant literature and legal rules for drafting and passing regulations and acts in administrative and other legal proceedings, administrative disputes and the actions of state authorities, i.e. administration</p> <p>IU13: To predict the future development of the national constitutional arrangement and administrative system at different levels</p>				
2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)				Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis
	Define and analyze the basic and basic elements of office business				1, 4
	Categorize and analyze office polls in state administration bodies, etc.				2, 4
	Interpret relevant international, European and domestic law and decide which of the legal solutions offered is most appropriate to resolve a particular legal problem, especially in light of communication with the parties.				2, 5
	Implement procedures for efficient organization, search and storage of documents in administrative and other similar matters, apply to a specific problem				6, 3
	Use different databases on legal sources, case law and relevant legal literature when preparing a decision on different legal issues and present a legal framework in the field of public law				4, 6
2.5. Course content according to detailed curriculum schedule	Constructive allignement				
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation Time
		Introduction to the course and the detailed performance plan of the course	1,3,5	Listen to lectures. In the course of independent work on the computer, they are introduced to the course content and documents on the e-learning page of the course.	In colloquium or he written exam, the students know to define and describe the basic terms of office business. 8 h
		Legal sources of office business and correspondence	1, 2,3,4,5,6	Listen to a lecture and read literature. They practice case studies independently and in a team and draw conclusions on the application of legal regulations	In colloquium or the written exam students know to enumerate, differentiate and give an example of the basic sources of office work at a colloquium or a written exam, and know how to apply the appropriate

					positive legal regulation to a specific example..	
		Principles and basic concepts of office operations	1, 2,3,4,5,6	Listen to a lecture and read literature. They practice case studies independently and in a team and draw conclusions on the application of legal regulations	In colloquium or a written exam, students know to define and describe the principles of office business as well as their application, and basic terms of office business for easier understanding of office business.	8 h
		Entities obliged to run an office business, and an organization of conducting office business	1, 2,3,4,5,6	Listen to a lecture and read literature. They practice case studies independently and in a team and draw conclusions on the application of legal regulations	In colloquium or the written exam, students know to enumerate, compare and differentiate the ways of conducting office work in different bodies and institutions at the state level as well as in the private sector. Students will be able to define the term office to present its work.	8 h
		Registered official records in office business	1, 2,3,4,5,6	Listen to lectures and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.	In colloquium or a written exam students know to define basic, auxiliary and special records	8 h
		A Unique Classification Code System	1,3,5,6	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.	In colloquium or the written exam students will know to explain the meaning of the classification marks as numeric markers of subjects and the meaning of the number as the numerator of the creators and recipients of the act.	8 h
		Office Operations	1,2, 3,4,5,6	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents	In colloquium or the written exam, students know to differentiate and categorize the types of activities that are being undertaken in the office business.	8 h

				their own ideas, and ways to solve problems..		
		Stamps, seals, marks	1, 4,5,6	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.	In colloquium or the written and oral exam students know how distinguish between the use of seals and stamps in office business.	8 h
		Handling of Parties` Submissions in Administrative Procedure	1, 2,3,4,5,6	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.	In colloquium or the written and oral exam, students know to distinguish between submissions, orderly and disorderly in administrative proceedings as well as dealing with submissions that are incomplete.	8 h
		Provision of written in the administrative procedure	1,2,3,4,5,6	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.	In colloquium or the written and oral exam student know to explain the importance of the proper delivery of the written in the administrative procedure as well as the consequences of the improper delivery of the paper.	8 h
		Administrative fees	1, 2,3,4,5,6	Listen to a lecture and read literature. Skills and examples of contracts are independently prepared at the seminar classes	In colloquium or the written and oral exam student know to explain the meaning and types of administrative fees and under what conditions, refunds, enforced collections and the statutory limitations of administrative fees are charged.	8 h
		Special types of delivery of paper (documents)	1, 2,3,4,5,6	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and	In colloquium or the written and oral exam students know how to define and explain the meaning of particular cases of delivery of papers	8 h

				reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.		
		Application of Information Technology in Office Business	1, 2,3,4,5,6	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.	In colloquium or the written and oral exam student know how to define e-office and e-business.	8 h
		Business Communication -	1,2,3,5,6,	. Listen to lectures and read literature.	In colloquium or the written and oral exam students know how to differentiate ways of business communication and correspondence with parties in office business.	8 h
		REVISION		Listen to lectures and and individually prepare for the exam.read literature	-	30 h

3. EVALUATION OF STUDENTS` WORK

3.1. Students` obligations	<p>In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; more than 50% - students have the right to take the final exam. <p>Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam).</p>					
4. 3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points	Attendance	1	Written exam	2 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	

corresponds to the credit score of the course)	Colloquium	2 (without written and oral exam)	Seminar paper	0,5	Other			
	Class activity	0,5	Oral exam	1 (without colloquia)	Other			
3.3. Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as: Attending classes and exercises 45 hours Creation of seminar work and presentation 10 hours Preparing colloquia or exams through individual work 75 hours							
4. GRADING SYSTEM								
4.1. Grading seminar papers	The evaluation element	Unsatisfactory		Satisfactory		Above average		
	Organization	The paper is not organized in a logical order and lacks structure.		The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion.		The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion, which are logically interconnected.		
	Terminology, writing style	Words and expressions low in line with official terminology. The writing style is not appropriate, the sentences are too long, of a modest vocabulary and with frequent and repeated grammatical errors.		Words and expressions are in line with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors		Words and expressions are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.		
	Citing and referencing references	The sources are not listed at all. The references do not fit the topic and show a cursory approach to exploring the topic..		The sources are listed but incomplete and with errors. The references are relevant to the topic and show a satisfactory research attitude		The sources are accurately, completely and consistently listed. The references are appropriate, their list is "rich" and comprehensive and shows a detailed research approach.		
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average			
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.			
4.3. Final grade according to evaluation elements	Active course attendance	70-74,9% of attendance		75-86% of attendance		87-100% of attendance		Izrađena mentalna mapa Riješene studije slučaja
		2 points		4 points		7 points		3 points
	Seminar paper	2		3		4		5

		5	7 points	8 points	10 points
	Colloquia/ Written exam	2	3	4	5
		50-64,9%	65-79,9%	80-89,9%	90-100%
		25 points	30 points	35 points	40 points
	Oral exam	2	3	5	5
		25 points	30 points	35 points	40 points
4.3. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade	
		90 – 100%	5 (excellent)	A	
		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (good)	C	
		60 – 64,9%	2 (satisfactory)	D	
		50 – 59,9%	2 (satisfactory)	E	
5. ADDITIONAL COURSE INFORMATION					
5.1. Compulsory literature (available in the library and via other media)	Title			Number of copies in the library	Availability via other media
	Kasabašić, Š., Uredsko poslovanje u primjeni i postupanje s podnescima stranaka u upravnom postupku, Novi informator, Zagreb,			3	
	Uredba o uredskom poslovanju			5	
5.2. Additional literature (at the moment of changes and/or amended of study programme)	Brent Roper , Practical Law Office Management, 3rd edition, Delmar, 2007. Uredba EU br 910/2014 Zakon o elektroničkoj ispravi Zakon o pravu na pristup informacijama Zakon o zaštiti osobnih podataka				
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students' progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.				

5.4. Informing about the course and contacting the teacher	It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).
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GENERAL INFORMATION			
1.1. Course lecturer	Ivana Bratić, prof., higher lecturer	1.8. Course code in ISVU	201187
1.2. Course title	English in administration 3	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(30+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate Professional Study of Public Administration	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	2
1.6. Year of study	1 st	1.25. Modernization	Yes
1.7. Credit score (ECTS)	3	1.14. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	The objective of the course English language 3 is to improve the learned grammatical structures with new vocabulary from the business and legal world and to develop competencies in reading and understanding, as well as communicating and doing presentations in English. The aim of the course is also to familiarize students with multicultural diversity at European and global level and to develop competencies and skills like; public speaking skills, active listening, writing a business letter (business etiquette) and the basics of negotiation skills.		
2.2. Terms of course entry and required competences	Four-year secondary education completed; Possession of a Level 4.2 qualification according to the CROQF. Proficiency in English at minimum B1 level.		
2.3. Learning outcomes on the study programme level	LO8: Use and develop complex written and oral communication in Croatian and English LO10: Organize and conduct teamwork and critically evaluate the opinions and attitudes of team stakeholders LO12: Compile and draft acts and submissions and to undertake basic procedural actions in administrative and other legal proceedings as well as in the administrative dispute		
2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)		Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation,

						6-synthesis	
	1. Understand and apply the basic terms in legal terminology in English					2, 3	
	2. Retell and explain the texts of business-legal character					2	
	3. Analyze and translate the text from English into Croatian					4	
	4. Give an example and some of the "legal phenomena" in the British system and compare them with those in the Croatian system					2, 4	
	5. Prepare and give a Power Point presentation in English					3, 4	
	6. Collect data and write an essay in English					6	
	7. Conclude and discuss a topic covered during the course duration					5	
2.5. Course content according to detailed curriculum schedule	Constructive alignment						
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time	
		Introduction into the course and detailed plan	-	Listen to lectures. Work independently on computer, get to know course content and elearning documents.	-	2 h	
		Company structure; Characteristics of a company	1, 2, 3	Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions.	At the colloquium or the written and oral exam students are able to accurately explain the differences between the term "private company" and "public company", the characteristics of a public company. The student will be able to paraphrase new English terms into English.	4 h	
		Multi-word verbs	1, 2, 3, 4,	Students process the text in English. They learn about new language structures. They solve tasks.	At the colloquium or the written and oral exam students know how to apply new linguistic structures in speaking and writing.	4 h	
		Board meetings	1, 2, 3, 4, 7	Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and	At the colloquium or the written and oral exam students will be able to explain in English the term "board meetings"; who can attend board meetings and other related questions.	4 h	

				offer an adequate translation into Croatian. They answer the questions.			
		How to make a good presentation	4, 5, 6, 7	Students listen the lesson. They participate in the discussion.	Students will know to explain how to make a good impression, what to avoid and what to incorporate into the beginning of any presentation, how to organize a presentation into meaningful units, how to put yourself „in the listener's shoes“.	4 h	
		Student's presentations and discussion	4, 5, 6, 7	Students listen the presentation. They participate in the discussion.	Students know how to gather information, make a story and prepare a presentation in English. They know how to make a good impression, what to avoid, and what to incorporate into the beginning of a presentation, how to organize their presentation into meaningful units.	4 h	
		Shareholder's meetings	1, 2, 3, 4	Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions.	At the colloquium or the written and oral exam students know how to explain terms related to shareholders and shareholder meetings. They can paraphrase English expressions and find adequate translation into Croatian.	6 h	
		Review I	1, 2, 3, 4, 5, 6, 7	Students answer the questions regarding the topics done during the semester.	At the colloquium or the written and oral exam students can explain and solve the tasks related to new vocabulary and explain relevant topic dealt during the course duration.	4 h	
		Boardroom battle	1, 2, 3, 4	Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions.	At the colloquium or the written and oral exam, students can paraphrase professional terminology in English and find an adequate translation into Croatian as well as use acquired language competences in English.	4 h	
		Student's presentations and discussion	4, 5, 6, 7	Students listen the presentation. They participate in the discussion.	Students know how to gather information, make a story and prepare a presentation in English. They know how to make a good impression, what to avoid, and what to incorporate into the beginning of a presentation, how to organize their presentation into meaningful units.	10 h	
		Active listening	3, 4, 6, 7	Students listen to a lecture. They answer the questions and participate in the discussion.	At the colloquium or the written and oral exam students can explain what active listening is, what we can do to improve our listening, how to control the conversation with the speaker.	10 h	
		Student's presentations and discussion	4, 5, 6, 7	Students listen the presentation. They participate in the discussion.	Students know how to gather information, make a story and prepare a presentation in English. They know how to make a good impression, what to avoid, and what to incorporate into the beginning	10 h	

					of a presentation, how to organize their presentation into meaningful units.		
		Marketing agreements	2, 3, 4, 6	Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions.	At the colloquium or the written and oral exam, students can paraphrase professional terminology in English and find an adequate translation into Croatian as well as use acquired language competences in English.	4 h	
		Document completion	1, 2, 3, 4	Students process the text in english. They solve tasks.	At the colloquium or the written and oral exam, students can paraphrase professional terminology in English and find an adequate translation into Croatian as well as use acquired language competences in English.	4 h	
		Review II	1, 2, 3, 4, 5, 6, 7	Students answer the questions regarding the topics done during the semestar.	At the colloquium or the written and oral exam students can explain and solve the tasks related to new vocabulary and explain relevant topic dealt during the course duration.	16 h	

3. EVALUATION OF STUDENTS` WORK

3.1. Students` obligations	<p>In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; more than 50% - students have the right to take the final exam. <p>Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam).</p>					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	0,5	Written exam	1 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	2 (without written exam)	Seminar paper		Other	
	Class activity	0,5	Oral exam	1 (without colloquia)	Other	
3.3. Student workload	<p>Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:</p> <p>Attending classes and exercises 45 hours</p> <p>Preparing colloquia or exams through individual work 45 hours</p>					

4. GRADING SYSTEM									
4.1. Grading seminar papers									
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory			Above average			
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.			Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.			
4.3. Final grade according to evaluation elements	Active course attendance	70-74,9% of attendance		75-79,9% of attendance		80-89,9% of attendance		90-100% of attendance	
		2 points		5 points		10 points		20 points	
	Colloquia/ Written exam	2		3		4		5	
		50-64,9%		65-79,9%		80-89,9%		90-100%	
		25 points		30 points		35 points		40 points	
	Oral exam	2		3		5		5	
		25 points		30 points		35 points		40 points	
	4.3. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)		Numerical grade		ECTS grade		
90 – 100%			5 (excellent)		A				
80 – 89,9%			4 (very good)		B				
65 – 79,9%			3 (good)		C				
60 – 64,9%			2 (satisfactory)		D				
50 – 59,9%			2 (satisfactory)		E				
5. ADDITIONAL COURSE INFORMATION									
5.1. Compulsory literature (available in the library and via other media)	Title					Number of copies in the library		Availability via other media	
	"Legal English", William R. McKay, Helen E. Charlton, Pearson/Longman, 2005. (the mandatory part only applies to the topics described in this implementation plan)					1		e-materijal available to all students on Claroline system of the Polytechnic of Šibenik	

	„Osnovna gramatika engleskog jezika“, Ivana Bratić, Veleučilište u Šibeniku, (e-izdanje) (the mandatory part only applies to the topics described in this implementation plan)		e-materijal available to all students on Claroline system of the Polytechnic of Šibenik
5.2. Additional literature (at the moment of changes and/or amended of study programme)	"Busine Grammar and Usage", Market Leader, Business English, Peter Strutt, Pearson/Longman, 2000.		Available on-line
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students' progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.</p> <p>Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.</p>		
5.4. Informing about the course and contacting the teacher	<p>It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).</p>		

GENERAL COURSE INFORMATION			
1.1. Course title	Law of the European Union	1.8. Course code in ISVU	140815 (U34) (202243) (U34-I)
1.2. Course lecturer	Ljubo Runjić, PhD, <i>Professor of Applied Studies</i>	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates	Mario Dominik Burić, mag. iur., assistant	1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	(45+15+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate Study Administrative Law	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	5
1.6. Year of study	2 nd	1.26. Modernization	<input checked="" type="checkbox"/> da <input type="checkbox"/> ne
1.7. Credit score (ECTS)	5	1.14. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>

2. COURSE DESCRIPTION	
2.1. Course objectives	The aim of the course is to enable students to acquire basic knowledge about European law and its application and the institutions of the European Union.
2.2. Terms of course entry and required competences	General conditions required for enrollment in III. semester. Understanding of fundamental concepts in the area of state theory and law, constitutional law, as well as finding internal and international legal sources.

2.3. Learning outcomes on the study programme level	LO1: Link the basic concepts of different branches of law and generalize the issues of work in public administration.	
	LO2: To analyze the interferences of international, European and national law.	
	LO3: To analyze and critically evaluate the structure and functioning of the state government in the Republic of Croatia and the structure, bodies and mode of functioning of the European Union, and to evaluate trends in the modern development of public administration.	
	LO4: To analyze the impact of social processes on the constitutional order and administrative systems, in particular the processes of globalization, euro-integration, transition, urbanization, regionalization and decentralization.	
	LO8: To use and develop complex written and oral communication in Croatian and English.	
	LO10: To organize and conduct teamwork, and critically evaluate the opinions and attitudes of team stakeholders.	
2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)	Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis
	To analyze European law and its relationship with national law.	4
	To identify sources of European law.	4
	To differentiate the powers of the European Union.	4
	To demonstrate the institutional set-up of the European Union.	5
	To make a request to the European Court of Justice.	6
	To evaluate the impact of European law on the national legal systems of the Member States.	5
	To anticipate the future development of European integration processes	5

2.5. Course content according to detailed curriculum schedule	Constructive allignment					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
		Introduction to the course and a detailed teaching plan	-	Listen to a lecture and get to know the course content and documents on the e-learning course page by working independently on a computer.	-	3h

		Introduction - basic terms and concepts of EU law	1, 2	Listen to the lecture and read the literature.	At the colloquium or the written / oral exam students know how to define the basic concepts of European law.	5h
		Membership in the EU	1, 2, 4	Listen to a lecture and read literature.	At the colloquium or the written/oral exam students can explain the process of joining the European Union.	10h
		Sources of EU law	1, 2, 5, 6, 7	Listen to a lecture and read literature.	At the colloquium or the written / oral exam students can identify and classify sources of European law and explain the different types of sources.	8h
		Powers of the European Union	3, 6	Listen to a lecture and read literature. At the exercises on practical examples students analyze individual powers of the European Union, as well as the principles of which they are limited.	At the colloquium or the written / oral examination students can define the powers of the European Union and explain the principles that limit them.	10h
		Institutions of the European Union - European Parliament, European Council, Council of Ministers, European Commission	4, 6	Listen to a lecture and read literature. At the exercises students deal with the composition and powers of individual bodies of the European Union.	At the colloquium or written / oral exam students know show and explain the institutional structure of the European Union, , including the composition and powers of its principal organs.	14h
		Legislative procedures	1, 4, 6	Listen to a lecture and read literature. At the exercises students analyze the different types of legislative procedures.	At the colloquium or the written / oral exam students can distinguish and explain the ordinary legislative procedure and the specific legislative procedures.	10h
		Institutions of the European Union - Court of Justice of the European Union	3, 4, 5	Listen to a lecture and read literature. At the exercises students analyze the institutional structure of the European Union with special reference to its main bodies.	At he colloquium or written / oral exam students know show and explain the institutional structure of the European Union, including the composition and powers of its principal organs.	12h
		Application of EU law before national courts - direct effect, supremacy of European law	1, 3, 6, 7	Listen to a lecture and read literature. At the exercises students address the relevant case law of the European Court of Justice regarding the	At the colloquium or the written / oral examination students can explain the direct effect and superiority of European law and substantiate this with relevant	12h

				direct effect and supremacy of European law.	examples from the case law of the European Court of Justice.	
		Application of EU law before national courts - direct effect of directives	1, 3, 6, 7	Listen to a lecture and read literature. At the exercises students address the relevant case law of the European Court of Justice regarding the direct effect of directives.	At the colloquium or the written / oral examination students can show and explain the direct effect of directives by example.	12h
		State liability for damage in EU law	1, 6	Listen to a lecture and read literature. At the exercises students analyze examples of state liability for damages in EU law.	At the colloquium or the written / oral exam students can identify and enumerate cases where the state is liable for damages under EU law.	12h
		Basics of the EU internal market - in general	1, 2, 6	Listen to a lecture and read literature. At the exercises students discuss the reasons for establishing an EU common market.	At the colloquium or the written / oral examination students can explain the reasons for establishing the EU Common Market and define the concepts of positive and negative integration.	12h
		Basics of the internal market - free movement of goods, free movement of services	1, 2, 6	Listen to a lecture and read literature. At the exercises students analyze the relevant TFEU norms on market freedoms.	At the colloquium or the written / oral exam students can list the EU's market freedoms and explain them based on the relevant TFEU norms.	10h
		Infringement procedure	1, 5, 6	Listen to a lecture and read literature. At the exercises students analyze relevant case studies of the European Court of Justice.	At the colloquium or the written / oral examination students can explain the purpose of the pre-litigation procedure, show the course of the proceedings, define the jurisdiction of the European Court of Justice in the infringement procedure and make a simple request to the European Court of Justice.	10h
		Urgent infringement procedure, how to apply to the European Court of Justice	1, 5, 6	Listen to a lecture and read literature. At the exercises students analyze relevant examples from the case law of the European Court of Justice and practice preparing	At the colloquium or the written / oral exam students can explain the purpose of the infringement procedure and show the course of the procedure.	10h

				applications to the European Court of Justice.		
3. EVALUATION OF STUDENTS` WORK						
3.1. Students` obligations	In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70% . Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list. Students who have during the course achieved: <ul style="list-style-type: none">from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year;from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period;more than 50% - students have the right to take the final exam. Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam).					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course))	Attendance		Written exam	2 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	4,5 (without written exam)	Seminar paper		Other	
	Class activity		Oral exam	2,5 (without colloquia)	Other	
3.3. . Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as: Attending classes and exercises 60 hours Preparing colloquia or exams through individual work 90 hours					
4. GRADING						
4.1. Grading seminar papers	The evaluation element	Unsatisfactory	Satisfactory		Above average	
	Organization	The paper is not organized in a logical order and lacks structure.	The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion.		The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion, which are logically interconnected.	
	Terminology, writing style	Words and expressions low in line with official terminology. The writing style is not appropriate, the sentences are too long, of a modest vocabulary	Words and expressions are in line with official terminology. The writing style is appropriate, the sentence structure is		Words and expressions are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences	

		and with frequent and repeated grammatical errors.	clear, the vocabulary is appropriate and there are few grammatical errors.	are clear and concise, the vocabulary is rich and there are no grammatical errors.	
	Citing and referencing references	The sources are not listed at all. The references do not fit the topic and show a cursory approach to exploring the topic.	The sources are listed but incomplete and with errors. The references are relevant to the topic and show a satisfactory research attitude.	The sources are accurately, completely and consistently listed. The references are appropriate, their list is "rich" and comprehensive and shows a detailed research approach.	
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory	Above average	
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.	Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.	
4.3. Final grade according to evaluation elements	Active course attendance	70-75% of attendance	76-86% of attendance	87-100% of attendance	
		3 points	5 points	10 points	
	Colloquia/ Written exam	2	3	4	5
		50-64,9%	65-79,9%	80-89,9%	90-100%
		27 points	33 points	39 points	45 points
	Oral exam	2	3	5	5
	27 points	33 points	39 points	45 points	
4.4. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade	
		90 – 100%	5 (excellent)	A	
		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (good)	C	
		60 – 64,9%	2 (satisfactory)	D	
		50 – 59,9%	2 (satisfactory)	E	

5. ADDITIONAL COURSE INFORMATION			
	Title	Number of copies in the library	Availability via other media
5.1. Compulsory literature (available in the library and via other media)	1. Čapeta, T., Rodin, S., Osnove prava Europske unije, Zagreb, Narodne novine, 2018.	5	
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. Čapeta, T., Goldner Lang, I., Perišin, T., Rodin, S.,(ur.), Prethodni postupak u pravu Europske unije – suradnja nacionalnih sudova s Europskim sudom, Zagreb, Narodne novine, 2011. 2. Fairhurst, J., Law of the European Union, Harlow, Pearson Education Limited, 2014. 3. Mintas Hodak, Lj.(ur.), Europska unija, Zagreb, Mate, 2010. 4. Rodin, S., Čapeta T., Goldner Lang, I.(ur.), Reforma Europske unije - Lisabonski ugovor, Zagreb, Narodne novine, 2009.	1 1 1 1	- available online - -
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.		
5.4. Informing about the course and contacting the teacher	It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).		

GENERAL COURSE INFORMATION			
1.1. Name of object	JUDICIAL SUPERVISION OF THE ADMINISTRATION	1.8. College code in ISVU	146364
1.2. Case holders	Alen Lalic, lec.	1.9. College code in MOZVAG	
1.3. Associates	none	1.10. Method of teaching (number of hours P + V + S + learning)	(45+15+0+0)
1.4. Study programme (professional, specialist graduate professional study programme)	Undergraduate Professional Study of Administrative Studies	1.11. Level of application of e-learning (level 1,2,3), Percentage of course performance online (max. 20%)	Level 1 – materials up to Stupni On-Line 0%
1.5. College status (O,I)	Obligatory (O)	1.12. Ordinal number of amendments to the description of the college	1
1.6. Year of study	2nd study year	1.13. Modernization	<input type="checkbox"/> that it doesn't
1.7. Credit score (ECTS)	6	1.14. Estimation of the percentage of amendments to the course programme	Less than 20% <input type="checkbox"/> More than 20% <input type="checkbox"/>
2. CASE DESCRIPTION			

2.1. Objectives of the College	The main objective of the course is to familiarize students with the historical and comparative overview of the development of judicial control of the administration, the basic features of the administrative dispute in the EU and the Republic of Croatia, the peculiarities of the administrative procedure, supervision of the work of the administration in other court proceedings (criminal, misdemeanor, civil civil civil proceedings, and enforcement proceedings), and constitutional court control of the administration.
2.2. Requirements for course admission and entry competences required for the course	<p>Conditions for enrollment in the second year of study.</p> <p>Note: A student cannot take the exam in the course Judicial Supervision of administration if he has not passed the exam in the administrative procedural law course.</p>
2.3. Programme-wide learning outcomes to which the course contributes	IU 1, 2, 3, 8, 10, 11, 12 and 13

2.4. Expected learning outcomes at course level (4-10 learning outcomes)	Learning outcomes according to Bloom's taxonomy: <i>(up to two verbs per IU)</i>	Level IU: 1-compassion, 2- understanding 3- application 4-analysis, 5 evaluation, 6-synthesis
	Explain the national system of control over the administration and distinguish the supervision of the work of the administration in different court proceedings.	2,4
	Express the basic characteristics of constitutional court control over the administration and give examples for the application of the Constitutional Law on the Constitutional Court of the Republic of Croatia to the control of the work of the administration.	1,3
	Evaluate the management's conduct.	5
	Describe the European system of judicial protection against the illegal activities of the administration and the administrative dispute in European Union law.	2
	Handle domestic legal sources related to judicial control of administration and use the European Convention for the Protection of Human Rights and Fundamental Freedoms in relations between administration and citizens.	3
	Review the application of the European Convention for the Protection of Human Rights and Fundamental Freedoms and a particular case.	5
	Apply knowledge of the European system of judicial protection against illegal activities of the domestic administration and assess the future development of judicial control of the administration in the Republic of Croatia under the influence of the European system of protection against illegal activities	3. 5

	Anticipate what would happen in the event of illegal action by the administration.	6
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2.5. Course content elaborated in detail according to the hourly rate	Constructive alignment					
	r.br.	Thematic unit	IU College	Teaching content/method	Evaluation	Time required
		Introduction to the course and detailed detailed curricula	-	They're listening to a lecture. On exercises independently working on the computer, they are introduced to the content of the course and documents on the e-learning page of the subject.	-	
		The concept, meaning and historical development of the administrative dispute	1,3,5	They listen to a lecture, browse databases and read literature.	On a colloquium or exam, students know how to determine the concept of administrative dispute, describe its significance and describe its historical development.	10
		Subject of administrative dispute. Principles of administrative dispute.	1,3,5,7,8	They listen to lectures and read literature. On the exercises independently and in a team, they analyze examples from practice and draw conclusions about the application of legal regulations to a specific factual situation. In group work on exercises, the brain storm method and the method of discussing the topic covered are applied.	At the colloquium or exam, students know how to explain the systems of determining the subject matter of an administrative dispute and specify and explain the subject and principles of administrative dispute in Croatian law. Created and presented practical work (independent use of computer programs).	10

		Institutional structure of the administrative dispute	1,3,5,7,8	<p>Listen lecture and They read literature.</p> <p>On the exercises independently and in a team, they analyze examples from practice and draw conclusions about the application of legal regulations to a specific factual situation.</p> <p>In group work on exercises, the brain storm method and the method of discussing the topic covered are applied.</p>	<p>At the colloquium or exam, students can specify and explain the systems of determining the courts of competent to resolve administrative disputes, explain the grading of the court system and the composition of the court, explain the jurisdiction and composition of the courts of competent to resolve administrative disputes in Croatian law.</p> <p>Created and presented practical work</p> <p>(independent use of computer programs and sources of jurisprudence and other legal practice).</p>	12
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		Parties to an administrative dispute and their representation	1,3,5,7,8	<p>Listen lecture and They read literature.</p> <p>On the exercises independently and in a team, they analyze examples from practice and draw conclusions about the application of legal regulations to a specific factual situation.</p> <p>In group work on exercises, the brain storm method and the method of discussing the topic covered are applied.</p>	<p>At the colloquium or exam, students can indicate who can be the plaintiff, defendant and interested person in an administrative dispute in Croatian law and explain the representation of the party in the administrative dispute.</p> <p>Created and presented practical work</p> <p>(independent use of computer programs and sources of jurisprudence and other legal practice).</p>	10
		First instance administrative dispute- filing of an action, proceedings of the court on the action, hearing	1,3,5,7,8	<p>They listen to lectures and read literature. On the exercises independently and in a team, they analyze examples from practice and draw conclusions about the application of legal regulations to a specific factual situation.</p> <p>In group work on exercises, the brain storm method and the method of discussing the topic covered are applied.</p>	<p>At the colloquium or exam, students know how to describe and explain the initiation of an administrative dispute in Croatian law, the court's conduct of the lawsuit, and describe and explain the scheduling, the public and the course of the hearing.</p> <p>Created and presented practical work</p> <p>(independent use of computer programs and sources of jurisprudence and other legal practice).</p>	12

		in the First instance administrative Slow- actions of administrative dispute	1,3,5,7,8	<p>They listen to lectures and read literature. On the exercises independently and in a team, they analyze examples from practice and draw conclusions about the application of legal regulations to a specific factual situation.</p> <p>In group work on exercises, the brain storm method and the method of discussing the topic covered are applied.</p>	<p>At the colloquium or exam, students know how to describe, explain and analyze actions in an administrative dispute in Croatian law.</p> <p>Created and presented practical work</p> <p>(independent use of computer programs and sources of jurisprudence and other legal practice).</p>	10
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		First instance administrative dispute- court decisions	1,3,5,7,8	<p>They listen to lectures and read literature. On the exercises independently and in a team, they analyze examples from practice and draw conclusions about the application of legal regulations to a specific factual situation.</p> <p>In group work on exercises, the brain storm method and the method of discussing the topic covered are applied.</p>	<p>At the colloquium or exam, students know how to list, explain and distinguish court decisions in an administrative dispute in Croatian law.</p> <p>Developed and presented practical work (independent use of computer programs and sources of court and other legal practice).</p>	10
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	Regular and extraordinary remedies	1,3,5,7,8	<p>They listen to lectures and read literature. On the exercises independently and in a team, they analyze examples from practice and draw conclusions about the application of legal regulations to a specific factual situation.</p> <p>In group work on exercises, the brain storm method and the method of discussing the topic covered are applied.</p>	<p>At the colloquium or exam, students know how to list, explain, analyze and distinguish between regular and extraordinary legal remedies in an administrative dispute in Croatian law</p> <p>Created and presented practical work</p> <p>(independent use of computer programs and sources of jurisprudence and other legal practice).</p>	12
	<p>Costs of administrative dispute. Enforcement of judgments. Assessment of the legality of general acts.</p> <p>A special way of resolving administrative disputes.</p>	1,3,5,7,8	<p>They listen to lectures and read literature. On the exercises independently and in a team, they analyze examples from practice and draw conclusions about the application of legal regulations to a specific factual situation.</p> <p>In group work on exercises, the brain storm method and the method of discussing the topic covered are applied.</p>	<p>At the colloquium or exam, students know how to describe and explain the costs of an administrative dispute, the execution of court decisions, the assessment of the legality of the father's acts and the court settlement in an administrative dispute in Croatian law.</p> <p>Created and presented practical work</p> <p>(independent use of computer programs and sources of jurisprudence and other legal practice).</p>	10

		Constitutional court control of the administration	1,2,3,5,7,8	They listen to lectures and read literature. On the exercises independently and in a team, they analyze examples from practice and draw conclusions about the application	In a colloquium or exam, students know how to describe and explain the constitutional court control of the administration in	10
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				<p>legal regulations on a specific factual situation.</p> <p>In group work on exercises, the brain storm method and the method of discussing the topic covered are applied.</p>	<p>croatian law and differs it from administrative court control of administration in Croatian law.</p> <p>Created and presented practical work</p> <p>(independent use of computer programs and sources of jurisprudence and other legal practice).</p>	
		Supervision of the work of the administration in other court proceedings	1,3,5,7,8	<p>They listen to lectures and read literature. On the exercises independently and in a team, they analyze examples from practice and draw conclusions about the application of legal regulations to a specific factual situation.</p> <p>In group work on exercises, the brain storm method and the method of discussing the topic covered are applied.</p>	<p>At the colloquium or exam, students know how to describe and explain the supervision of the work of the administration in other court proceedings in Croatian law (criminal, misdemeanor, civil civil proceedings, and enforcement proceedings).</p> <p>Created and presented practical work</p> <p>(independent use of computer programs and sources of</p>	10

					jurisprudence and other legal practice).	
		European Convention for the Protection of Human Rights and Fundamental Freedoms of the Council of Europe	3,4,5,6,7,8	<p>They listen to lectures and read literature. On the exercises independently and in a team, they analyze examples from practice and draw conclusions about the application of legal regulations to a specific factual situation.</p> <p>In group work on exercises, the brain storm method and the method of discussing the topic covered are applied.</p>	<p>In a colloquium or exam, the student knows how to describe and explain the impact of the European Convention for the Protection of Human Rights and Fundamental Freedoms on an administrative dispute.</p> <p>Created and presented practical work</p> <p>(independent use of computer programs and sources of jurisprudence and other legal practice).</p>	12
		Administrative dispute in the European Union	3,4,7,8	<p>They listen to lectures and read literature. On the exercises independently and in a team, they analyze examples from practice and draw conclusions about the</p>	<p>At a colloquium or exam, students know how to describe and explain an administrative dispute in European Union law.</p> <p>Created and presented practical work</p>	12

				application of legal regulations to a specific factual situation.	(independent use of computer programs and sources of jurisprudence and other legal practice).	
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				In group work on exercises, the brain storm method and the method of discussing the topic covered are applied.		
		Charter of Fundamental Rights of the European Union	3,4,5,7,8	<p>They listen to lectures and read literature. On the exercises independently and in a team, they analyze examples from practice and draw conclusions about the application of legal regulations to a specific factual situation.</p> <p>In group work on exercises, the brain storm method and the method of discussing the topic covered are applied.</p>	<p>At a colloquium or exam, students can describe and explain the impact of the Charter of Fundamental Rights of the European Union on an administrative dispute and distinguish it from the European Convention for the Protection of Human Rights and Fundamental Freedoms.</p> <p>Created and presented practical work</p> <p>(independent use of computer programs and sources of jurisprudence and other legal practice).</p>	10

		Concluding considerations/Repetition and preparation for the exam.		They listen to the lecture and prepare individually for the exam. On exercises, they solve a case study.	A case study produced and presented.	30
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3. EVALUATION OF STUDENT WORK

3.1. Obligations of the student	<p>In accordance with <i>the Regulations on studying</i> and <i>the Ordinance on the evaluation and evaluation of students' work</i>: for all full-time students attendance at least 70%. Part-time students are obliged to attend classes at least 50%. All students must produce, present and positively frame a case study.</p> <p>Students who have achieved:</p> <ul style="list-style-type: none"> From 0 – 24.9% of ECTS credits - they are assessed with an F grade (unsuccessful) and cannot earn ECTS credits, and must re-enroll in the subject in the next academic year; From 25 – 49.9% - they are rated FX (insufficient) and must come out and pass the written exam (test). The written exam (test) can be held within a regular or part-time examination period; More than 50% - students are entitled to access the final exam of the subject. <p>Students can pass the final exam in the course in two ways: a) during classes through continuous monitoring of students (active participation in teaching and preparation and presentation of practical work and solving a case study and two colloquia); b) during classes (active participation in teaching and preparation and presentation of practical work and solving case studies) and passing exams (written exam).</p> <p>A student can take the exam only if he has passed the exam in the course Administrative Procedural Law.</p>					
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3.2. Monitoring the work of students (enroll in the share)	Attendance of classes	2.5	Written exam	2 (without colloquium)	Project	
	Experimental work		Research		Practical work	0.5

of ECTS credits for each activity so that the total number of ECTS credits corresponds to the credit value of the course)	Assay		Report		Continuous verification	
	Colloquiums	3 (without written exam)	Seminar paper		(other enroll)	
	Activities in continuation		Viva voce	1 (without colloquium)	(other enroll)	
3.3. Student workload	The student's workload on all grounds is for 1 ECTS credit 30 hours of work in the semester and is assessed as:					
	<i>Obligation</i>			<i>Hours (estimate)</i>		
	Attendance of classes			75		
	Creating practical work and presentation			15		
	Preparation for colloquium/exam through self-study			90		
4. FORMATION OF THE RATING						
4.1. Evaluation of the seminar paper	Valuation element	Badly	Satisfactorily		Above average	
	Organization	The work is not organized in a logical order and lacks structure.	The work is well structured with a clear distinction between the introduction, the main part of the text and the conclusion.		The work is well structured with a clear distinction between the introduction, the main part of the text and the conclusion that are excellently logically related to each other.	

	Terminology, writing style	Words and phrases low aligned with official terminology. The writing style is not appropriate, the sentences are too long, with a modest vocabulary and with frequent and repeated grammatical errors.	Words and expressions are aligned with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate, and there are few grammatical errors.	Words and phrases are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.
	Citing and citing references	Sources are not cited at all. The references do not fit the topic and show a superficial approach to researching the topic.	Sources are cited, but incompletely and with errors. The references are appropriate for the topic and show a satisfactory research stance.	The sources are accurately, completely and consistently listed. The references are appropriate, their list is "rich" and comprehensive, and shows a detailed research approach.

4.2. Evaluation of colloquiums / written and the oral part of the exam	Badly	Satisfactorily	Above average
	It responds from memory, without a deeper understanding. He does not know or apply basic terms and concepts. He does not know how to apply or explain the content of the course with examples.	He reproduces basic concepts and without difficulty transfers new knowledge, understands the material, explains terms and concepts that he supports with examples.	<p>Knowledge is at the level of analysis, synthesis and evaluation.</p> <p>He perceives the laws, accurately and thoroughly explains the content of the material and logically connects and explains terms and concepts that he substantiates with examples.</p> <p>Find solutions that were not originally given.</p> <p>It sees correlations with related material.</p>

4.3. Formation of the final assessment according to the elements of evaluation	Active attendance of classes	70-75% of attendance	76-86% of the attendance	87-100% attendance	Case study solution
		2 points	4 points	7 points	3 points
	Practical work	2	3	4	5
		5 points	7 points	8 points	10 points
		2	3	4	5

	Passing the colloquium / Written part of the exam	50-64,9%	65-79,9%	80-89,9%	90-100%
		25 points	30 points	35 points	40 points
	Oral part of the exam	2	3	5	5
		25 points	30 points	35 points	40 points

4.4. Formation of a final assessment based on absolute distribution		Percentage of acquired knowledge, skills and Competence (teaching) + final exam)	Numerical rating	ECTS rating	
		90 – 100%	5 (excellent)	And	
		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (good)	C	
		60 – 64,9%	2 (sufficient)	D	
		50 – 59,9%	2 (sufficient)	E	

5. ADDITIONAL INFORMATION ON THE CASE

5.1. Compulsory literature (available in	Title	Number of copies in the library	Availability through other media
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library and other media)	Đerđa, D., Administrative Dispute, Faculty of Law, University of Rijeka, Rijeka, 2017 Đerđa, D., Basics of Administrative Law of the European Union, Faculty of Law, University of Rijeka, Rijeka, 2012, selected parts		Available on-line
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	<p>Constitution of the Republic of Croatia, elected parts</p> <p>Constitutional Law on the Constitutional Court of the Republic of Croatia, selected parts</p> <p>Convention for the Protection of Human Rights and Fundamental Freedoms of the Council of Europe, selected parts</p> <p>Charter of Fundamental Rights of the European Union, selected parts of the Treaty on the Functioning of the European Union, selected parts</p>		
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<p>5.2. Supplementary literature (at the time of application amendment and/or addition to the study programme)</p>	<p>Borković, I., Administrative Law, Official Gazette, 2002, p. 127-130, 483.-497</p> <p>Hartley, T., Foundations of European Community Law, Faculty of Law, University of Rijeka, 2004, p. 337-485</p> <p>Ivančević, V., Institutions of Administrative Law, book I; Faculty of Law in Zagreb, 1983, part on relations between administration and judiciary</p> <p>Omejec, J., the Council of Europe and the European Union: an institutional and legal framework; New Informant, 2008, p. 43-59., 69-73., 113-123., 227-314</p> <p>Law on Administrative Disputes</p> <p>Council of Europe Recommendation Rec(2004)20 of the Committee of Ministers to member states on judicial review of administrative acts (Adopted by the Committee of Ministers on 15 December 2004 at the 909th meeting of the Ministers Deputies);</p>		<p>Available on-line</p>

<p>5.3. Quality monitoring methods ensuring the acquisition of output knowledge, skills and competences</p>	<p>Quality control of students' work and acquisition of the necessary knowledge and skills will be ensured through interactive work. By keeping records of the presence and activities of students in teaching and the information obtained on the progress of students through colloquiums, information will be obtained for further instructions to students in order to increase the efficiency of their work. Students will be briefed on their rights and obligations and work methods and necessary literature. Indicators of the quality assurance system: Student survey, monitoring of annual data from HZZZ on the annual state of employment of students, surveys of employers and association Alumni.</p>
<p>5.4. Informing the course and contacting the teacher</p>	<p>It is the obligation of every student to regularly inform themselves about the course, teaching and activities in classes. All notifications about teaching or possible postponement of classes will be published in a timely manner on the e-learning pages of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations, they can contact during class. It is also possible to ask questions by e-mail (from the official e-mail address on the domain @vus.hr) to which they will be answered as soon as possible (no later than five working days from the receipt of the e-mail).</p>

1. GENERAL INFORMATION ON THE CASE			
1.1. Subject name	LOCAL SELF-GOVERNMENT	1.8. Course Code in the ISVU	140821
1.2. Case holders	Ante Galic, lec.	1.9. MOZVAG College Code	
1.3. Colleagues	No	1.10. Method of teaching (number of hours P + V + S + e-learning)	(45 +15 +0 +0)
1.4. Study programme (professional, specialist graduate professional study)	Professional undergraduate study Administrative study	1.11. Level of application of e-learning (level 1, 2, 3), Percentage of courses conducted online (max 20%)	tier 1 – materials available online, 0%
1.5. College status (O, I)	O	1.12. Sequence number of amendments and/or supplements to the college description	3.
1.6. Year of study	2nd study year	1.13. Modernisation	<input checked="" type="checkbox"/> not to <input type="checkbox"/>
1.7. Point value (ECTS)	5	1.14. Assessment of the percentage of amendments and/or supplements college programmes	Less than 20% <input checked="" type="checkbox"/> More than 20% <input type="checkbox"/>
2. COURSE DESCRIPTION the aim of the course is to familiarize students with basic concepts of local self-government, to enable understanding of local self-government in Croatia, but also to have a comparative understanding of local self-government in the European Union. The Council of the course is that the student understands the phenomena and processes that arose in local self-government, acquaint them with the Law on local and Regional self-Government. The aim of the course is also to introduce students to executive institutions participating in local self-government, and to train the student to solve practical problems that may arise in local self-government.			
2.1. Objectives of the college			
2.2. Conditions for admission of the college and the input competences required for the college	Conditions for enrolment in the second year of study.		

2.3. Learning outcomes at programme level to which the college contributes	IU 1, 2, 3, 4, 5, 6, 8, 10, 11, 12 and 13	
2.4. Expected learning outcomes at college level (4-10 learning outcomes)	Learning outcomes according to Bloom taxonomy: <i>(up to two verbs per IU)</i>	Level IU: <i>1 - a memory, 2 - Understanding, 3 - use, 4-analysis, 5-evaluation, 6-synthesis</i>
	Categorize and analyse local self-government and relationship with other parts of public administration	4
	Classify parts of the public administration and assess the common characteristics, similarities and differences between individual types.	6
	Investigate the relevant law in local self-government, assess which of the legal solutions offered is most appropriate for the establishment, organization in a particular city and plan the way of establishment, organization and operation of individual organizations in local communities and counties.	5, 6
	Provide for procedures for establishing legally relevant facts and deciding on issues in the field of public administration and apply relevant law to established facts	5, 3
	Select and use different databases on legal sources, case law and relevant legal literature when preparing decisions on different legal issues related to public or local self-government	3, 5
	Investigate the relevant literature and legal rules in the area of local self-government responsibly and independently.	5, 6
	Propose and argue proposals of optimal local and regional self-governments for a particular situation	5, 6

2.5. Content of the course elaborated in detail according to the lesson hourly rate	Constructive alignment					
	R.B.I.	Thematic Unit	And in the course	Content/method of teaching	Valuation	Required time
		Introduction to the course and detailed curriculum.	-	They're listening to the lecture. At the seminar, they learn about the content of the course and the documents on the e-learning page.	-	4 hours
		The notion of local self-government	1, 3, 5	They listen to the talk, browse the databases, and read the literature.	At the colloquium or written/oral exam, they define basic concepts of public administration and local self-government. They analyse the principles in this legal area. Define and interpret the legal framework of local self-government Regulation	6 hours
		. Territorial organisation of local self-government - territorial division requirements	1, 2, 3, 4, 5, 6, 7	They listen to the talk and read the literature. At exercises, they independently and on the team analyse practices and draw conclusions on the application of legal regulations to a specific factual situation. Group work on exercises uses the brain storm method and the territorial division debate method.	At a colloquium or written and oral exam, they can list, distinguish and set an example of basic territorial organizations and ter.pod dishes. Practical work (independent use of computer programs) was prepared and presented.	8 hours
		Territorial organization of local self-government - dilemmas of territorial division (1, 2, 3, 4, 5, 6	They listen to the talk and read the literature. The exercises independently and in the team analyse practices and draw conclusions on the application of legal regulations to a specific factual situation, and debate the dilemmas of division.	At a colloquium or written/oral exam, they can define and describe the specificities of the modalities and foundations of the territory, especially the dilemmas of territorial division. Practical work prepared and presented (independent use of computer programs and sources of judicial and other legal practice).	8 hours
		Territorial organization of local self-government in Croatia	1, 2, 3, 4, 5, 6, 7	They listen to the talk and read the literature. At exercises, they	At a colloquium or written/oral exam, they can define the societies of persons,	10 hours

				independently and on the team analyse practices and draw conclusions on the application of legal regulations to a specific factual situation, and draw up acts related to the establishment of territorial organisations.	specify their common and distinctive characteristics or analyse and explain the modalities of the management of local self-governments. Practical work prepared and presented (independent use of computer programs and sources of judicial and other legal practice).	
		Regionalism and regional self-government	1, 2, 3, 4, 5, 6	They listen to the talk and read the literature. At exercises they independently and in the team analyse practices and draw conclusions on the application of legal regulations to a specific factual situation, and draw up acts related to the establishment of certain types of regionalism.	At a colloquium or written/oral exam, they can define regionalism, indicate their common and distinctive characteristics or analyse and explain the management modalities of these companies. Practical work prepared and presented (independent use of computer programs and sources of judicial and other legal practice).	10 hours
		Urbanisation and metropolitanisation: cities as specific units of local self-government		They listen to the talk and read the literature. The exercises independently and in the team analyse practices and draw conclusions on the application of legal regulations to a concrete factual situation related to urbanisation and metropolitanisation.	At a colloquium or written/oral exam, they can define the concepts of urbanisation and metropolitanisation. Practical work prepared and presented (independent use of computer programs and sources of judicial and other legal practice).	14 hours
		Scope of local self-government: categories and legal techniques of determination	1, 2, 3, 4, 5, 6, 7	They listen to the talk and read the literature. At exercises, they independently and on the team analyse practices and draw conclusions on the application of legal regulations to a specific factual situation.	At a colloquium or written/oral exam, they can define the scope of local self-government, specify their common and distinctive characteristics or analyse and explain the modalities of the formation of public limited liability companies and explain the scope of the scope Practical work prepared and presented (independent use of computer programs	14 hours

					and sources of judicial and other legal practice).	
		Scope of local self-government in Croatia	1, 2, 3, 4, 5, 6, 7	They listen to the talk and read the literature. At the exercises they independently and in the team analyse practices and draw conclusions on the application of legal regulations to a specific factual situation, and draw up acts related to the modalities of the scope of LSU.	At a colloquium or written/oral exam, they can define the scope of local self-government, indicate their common and distinctive characteristics. Practical work prepared and presented (independent use of computer programs and sources of judicial and other legal practice).	14 hours
		Governance in local self-government: forms of direct decision-making and citizen participation	1, 2, 3, 4, 5, 6, 7	They listen to the talk and read the literature. They use multimedia and networks. At the exercises they individually explore the content of this topic by searching a database on the specificities of certain local self-governments in Croatian law. Group work on exercises uses the brain storm method and the debate method on the subject.	At a colloquium or written/oral exam, they can define what steering is in the local samprural, specify their common and distinctive characteristics or analyse and explain the management modalities. Practical work prepared and presented (independent use of computer programs and sources of judicial and other legal practice).	10 hours
		Governance in local self-government: electoral systems and representative bodies	1, 2, 3, 4, 5, 6, 7	They listen to the talk and read the literature. At the exercises, they demonstrate the electoral system selection process.	At a colloquium or written/oral exam, they can define the electoral system, specify their common and distinctive characteristics or analyse and explain the management modalities of European societies. Practical work prepared and presented (independent use of computer programs and sources of judicial and other legal practice).	10 hours
		Governance in local self-government: types of the executive layer (1, 2, 3, 4, 5, 6	They listen to the talk and read the literature. At the exercises, they demonstrate the governed in local self-government.	At a colloquium or written/oral exam, they know how to define and describe the concept and forms of affiliated companies.	10 hours

					Practical work prepared and presented (independent use of computer programs and sources of judicial and other legal practice).	
		Governance in local self-government: local authorities	1, 2, 3, 4, 5, 6, 7	They listen to the talk and read the literature. They use multimedia and networks. The types and specificities of local authorities shall be presented. In group work on the seminar, the brain storm method and the discussion method on the subject are applied.	At a colloquium or written/oral exam, local authorities are defined and interpreted. Propose a solution to a particular collective labour dispute on the basis of the presented facts of the case. Practical work prepared and presented (independent use of computer programs and sources of judicial and other legal practice).	12 hours
		Decentralisation process: in general and in the Republic of Croatia	1, 2, 3, 4, 5, 6, 7	They listen to the talk and read the literature. They analyse examples of practice in decentralisation processes on their own and in the team. At the exercises, they demonstrate the process of decentralisation itself on the example of the county and the city.	At a colloquium or written/oral exam, they can define decentralisation and propose a model of participation in a particular working environment. Practical work prepared and presented (independent use of computer programs and sources of judicial and other legal practice).	12 hours
		Central-local relations: supervision of local self-government and protection of the right to local self-government	1, 2, 3, 5, 6, 7	They listen to the talk and read the literature. At the exercises they independently and on the team analyze practices and search databases centrally for local relationships.	At a colloquium or written/oral exam they know how to define and analyze the concept and forms of central local relationships Practical work prepared and presented (independent use of computer programs and sources of judicial and other legal practice).	12 hours

		Final lecture: recapitulation and repeaters		They listen to the lecture and prepare for the exam individually. At the exercises they independently and in the team analyse certain definitions of Croatian law and identify differences between local and regional self-government and public service.	At a colloquium or written/oral exam, they can define and explain the specificities of local self-government. Practical work prepared and presented (independent use of computer programs and sources of judicial and other legal practice).	10 hours
3. EVALUATION OF STUDENT WORK						
3.1. Obligations of the student	<p>In accordance with <i>the Ordinance on study</i> and <i>the Ordinance on evaluation and evaluation of student work</i>: for all full-time students, attendance at a minimum of 70%. Part-time students are obliged to attend lecture classes at least 50%. All students must prepare, present and collate seminar work positively.</p> <p>Students who achieved:</p> <ul style="list-style-type: none"> Of 0-24.9% of ECTS credits - they are rated F (unsuccessful) and cannot acquire ECTS credits, and must re-enter the course in the next academic year; Of 25-49.9% - are assessed by FX (insufficient) and must exit and pass a written exam (test). A written test (test) may be held within a regular or exceptional test period; More than 50% - students are entitled to the final examination of the case. <p>Students can take the final exam from the college in two ways: a) during teaching through continuous monitoring of students (active participation in teaching and preparation and presentation of practical work and resolution of case study and two colloquiums); B) during classes (active participation in classes and preparation and presentation of practical work and solving of case studies) and passing exams (written exam).</p>					
3.2. Monitoring student performance (enter the share of ECTS credits for each activity so that the total number of ECTS credits corresponds to the percentage value of the course)	Attendance	2		Oral exam	2 (no colloquium)	Project
	Experimental work			Research		Practical work
	Essay			Referral		Continuous verification
	Colloquiums	1,5 (without written exam)		Seminar work		(other type)
	Teaching activities	0.5		Oral exam	0,5 (no colloquium)	(other type)
3.3. Student workload	The workload of a student on all grounds is 1 ECTS point 30 hours in the semester and is estimated as:					

	<i>Appointment</i>		<i>Hours (estimate)</i>			
	Attendance		60			
	Creation of practical work and presentations		15			
	Preparation for the self-study Colloquium/exam		75			
4. FORM RATING						
4.1. Evaluation of seminar work	Valuation element	Bad	Satisfactory	Above average		
	Organisation	The work is not organized in logical order and lacks structure.	The work is well structured with a clear distinction between the introduction, the main part of the text and the conclusion.	The work is well structured with a clear distinction between the introduction, the main part of the text and the conclusion that are perfectly logically linked to each other.		
	Terminology, writing style	Words and expressions low in accordance with official terminology. The style of writing is inappropriate, sentences are long, modest vocabulary and with frequent and repeated grammatical errors.	Words and expressions are consistent with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors.	Words and expressions harmonize with official terminology and show an understanding of their meaning. The style of writing is excellent, sentences are clear and concise, vocabulary is rich and there are no grammatical mistakes.		
	Quoting and referencing	Sources are not listed at all. References do not match the subject and show a superficial approach to topic research.	Sources are listed, but incomplete and with errors. References are appropriate for the subject and show a satisfactory research attitude.	The sources are accurate, complete and consistent. References are appropriate, their list is “rich” and comprehensive and shows a detailed research approach.		
4.2. Assessment of the colloquium/written and oral part of the examination	Bad		Satisfactory	Above average		
	Responds from memory, no deeper understanding. Does not know or apply basic terms and terms. He does not know how to apply or explain the content of the course.		It reproduces basic concepts and easily transmits new knowledge, understands the material, justifies terms and concepts supported by examples.	Knowledge is at the level of analysis, synthesis and evaluation. It recognizes the legality, accurately and thoroughly justifies the content of the material and logically connects and justifies the terms and terms supported by examples. Finds solutions that weren't originally given. It notices correlations with related material.		
4.3. Preparation of final evaluation according to	Active attendance	70-75% of attendance	76-86% of attendance	87-100% of attendance	Solution of the case study	
		2 points	4 points	7 points	3 points	

evaluation elements	Practical work		2	3	4	5	
			5 points	7 points	8 points	10 points	
	Examinations/written part of examinations		2	3	4	5	
			50-64,9%	65-79,9%	80-89,9%	90-100%	
			25 points	30 points	35 points	40 points	
	Oral part of the exam		2	3	5	5	
25 points			30 points	35 points	40 points		
4.4. Forming a final score based on absolute distribution		Percentage of knowledge, skills and competences acquired (teaching + final exam)	Numerical rating	ECTS score			
		90 – 100%	5 (Excellent)	AND			
		80 – 89,9%	4 (very good)	B			
		65 – 79,9%	3 (Good)	C			
		50 – 64,9%	2 (sufficient)	D			
5. MORE INFORMATION ABOUT THE SUBJECT							
5.1. Mandatory literature (available in the library and via other media)						Number of copies in the Library	Accessibility via other media
	Blažević – Dobrić Jambrović – Menger: Lokalna samouprava, Rijeka, 2020.					10	Available online
5.2. Supplementary literature (at the time of application for amendments to the study programme)	Blagojević, A., Tucak, I., Pravni i institucionalni okvir hrvatske lokalne samouprave, Pravni fakultet u Osijeku , Osijek, 2021. I. Koprić, G. Marčetić, A. Musa, V. Đulabić, G. Lalić Novak;; Upravna znanost: Javna uprava u suvremenom europskom kontekstu; Pravni fakultet u Zagrebu (2014), str. 247-318						Available online

	<p>Koprić; Dvadeset godina lokalne i područne (regionalne) samouprave u Hrvatskoj: razvoj, stanje i perspektive. U: V. Đulabić (ur.) Lokalna samouprava i lokalni izbori.; Zagreb: Institut za javnu upravu (2013), str. 3-56</p> <p>O. Cvitan. Lokalna samouprava, Split, 2003.</p> <p>Propisi: Ustav; Zakon o lokalnoj i područnoj (regionalnoj) samoupravi; Zakon o lokalnim izborima; Zakon o Gradu Zagrebu;</p>		
5.3. Quality monitoring methods ensuring the acquisition of exit knowledge, skills and competences	<p>Quality control of student work and acquisition of necessary knowledge and skills will be ensured through interactive work. Keeping a record of students' attendance and activity in teaching and the information obtained on student progress through the colloquium will provide information necessary for further guidance to students in order to increase the efficiency of their work. Students will be informed of their rights and obligations, working methods and necessary literature.</p> <p>Indicators of quality assurance system: student survey, monitoring of annual data with HZZZ on the annual employment status of students, employer survey and Alumni association.</p>		
5.4. Providing of information relating to colleges and contact with teachers	<p>It is the obligation of every student to be regularly informed about the course, the course and the teaching activities. All notices on the holding of classes or the possible postponement of classes will be published in a timely manner on the e-learning pages of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour a week), while short questions and explanations can be addressed during classes. You can also ask questions by e-mail (from the official e-mail address at @vus.hr), which will be answered as soon as possible (no later than five working days from the receipt of the e-mail).</p>		

	<p>starting, learn the meaning and importance of application of information and communication technology to get to know students. real including),</p> <p>European, comparative and Croatian trends</p> <p>Famous students with administrative-organizational, political, social and economic causes and consequences of the development of e-government</p>	
2.2. Terms of course entry and required competences	Conditions for enrollment in the third year of study	
2.3. . Learning outcomes on the study programme level	<p>Connect the basic concepts of different branches of law in the context of e-administration and the application of technology in administration</p> <p>To organize teamwork in e-government, to critically judge the attitudes and opinions of participants in e-government through various forms of application of communication in administration</p> <p>Use and develop complex written and oral communication in Croatian and English</p> <p>Independently and responsibly search, interpret and apply relevant literature and legal rules for the drafting and adoption of regulations and acts administrative and other legal proceedings, administrative disputes and actions of state authorities, i.e. administrative bodies and organizations</p> <p>Analyze and apply basic rules in the field of IT activities in e-government.</p> <p>Use specific computer skills in basic and advanced application packages.</p> <p>To predict the future development of the application of technology in e-government</p>	

2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)		Level of Learning 1- remember 2- understand 3- apply 4- analyze 5- evaluate 6- synthesize
	Define and analyze electronic administration and the relationship with other parts of public administration, local, regional, state administratio		1-4
	Classify the parts of e-administration, and explain common features, similarities and differences in the application of modern technologies in public administration		2-6
	Interpret the applicable law, judge which of the legal solutions offered is the most appropriate for the application of technology in e-law, and plan the way of establishment, organization and operation of individual parts of e-government		2-5-
	Select and use different databases in e-government, and relevant legal literature when preparing a decision on various legal issues related to e-government		5-3
	Responsibly and independently search and transfer relevant literature and legal rules in the field of e-government		3-5

	Propose and argue proposals for optimal technologies in e-government, and information and communication technology study systems						5-6
	Connect the basic concepts of different branches of law						5-6
	Use and develop complex written and oral communication in Croatian and English						
	Use and develop complex written and oral communication in Croatian and English.						
	Manage information technology in the administration						

2.5. Course content according to detailed curriculum schedule	Constructive allignement					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
		introductory lecture		They are listening to a lecture. In the seminar class, by independent work on the computer, they become familiar with the content of the course and	At the colloquium or written / oral exam, they define the basic concepts of public administration and local self-government. They	

				the documents on the e-learning page of the course.	analyze the principles in this legal area. They determine and interpret the legal framework of the administration.	
		Concept, features and measurement of e-government, information		They listen to lectures and read literature. During the exercises, they analyze examples from practice independently and in teams and draw conclusions about the application of legal regulations in e-government.	At the colloquium or written and oral exam, they know how to enumerate, differentiate and give an example of technology in public administration	

		Theoretical approaches to e-government		They listen to lectures and read literature. During the exercises, they analyze examples from practice independently and in teams and draw conclusions about the application of legal regulations to a concrete factual situation, and the dilemmas of division are debated.	At the colloquium or written/oral exam, they are able to define and describe the specifics of the administration study modality, especially the dilemma of territorial division. Prepared and presented practical work (independently using computer programs and sources of judicial and other legal practice	
		Technological, organizational, legal, political, social and		They listen to lectures and read literature. During exercises, independently	At the colloquium or written/oral exam, they can define societies of	

		procedural aspects of e-government		and in teams, they analyze examples from practice and draw conclusions about the application of legal regulations to a concrete factual situation, and compile acts related to the establishment of territorial organizations and the study system of e-government in them.	persons, list their common and distinguishing characteristics, that is, analyze and explain the modalities of the management study system. Prepared and presented practical work (independently using computer programs and sources of judicial and other legal practice	
		Organizational technology in public administration -		They listen to lectures and read literature. During the	At the colloquium or written / oral exam, they	

		concept, components, development		exercises, they analyze administration as an empirical science independently and in teams.	know how to define e- government, state their common and distinguishing characteristics, that is, analyze and explain e- government as empirical knowledge. Prepared and presented practical work (independently using computer programs and judicial and other legal sources	
		Communications in public administration		They listen to lectures and read literature. During	At the colloquium or written / oral exam, they	

				<p>exercises, independently and in teams, they analyze examples from practice and draw conclusions about the application of legal regulations to a specific factual situation related to electronic communication in e-administration.</p>	<p>know how to define the concepts of e-administration, communication, and implementation.</p> <p>Prepared and presented practical work (independently using computer programs and sources of judicial and other legal practice).</p>	
		<p>Social and economic aspects of e-government and e-public services</p>		<p>They listen to lectures and read literature. During the exercises, they analyze examples from practice</p>	<p>At the colloquium or written/oral exam, they can define the historical influence and</p>	

				<p>independently and in teams</p> <p>and draw conclusions</p> <p>about the application of</p> <p>legal regulations to a</p> <p>specific factual situation.</p>	<p>development of the</p> <p>administration, state</p> <p>their common and</p> <p>distinguishing</p> <p>characteristics, or</p> <p>analyze it according to</p> <p>years.</p> <p>Prepared and presented</p> <p>practical work</p> <p>(independently using</p> <p>computer programs and</p> <p>sources of judicial and</p> <p>other legal practice)</p>	
		The developmental role of e-government		<p>They listen to lectures and</p> <p>read literature. During the</p>	<p>At the colloquium or</p> <p>written / oral exam, they</p>	

				<p>exercises, they analyze examples from practice independently and in teams and draw conclusions about the application of legal regulations to a specific factual situation.</p>	<p>can define each newspaper in the e-administration, their common and distinguishing characteristics. Prepared and presented practical work (independently using computer programs and sources of judicial and other legal practice).</p>	
		E-administration and citizens		<p>They listen to lectures and read literature.</p> <p>They use multimedia and the network.</p>	<p>At the colloquium or written / oral exam, they can define what communication through</p>	

				<p>During the exercises, they individually explore the content of this thematic area by searching the database on administration in the political system and its own</p>	<p>e-government is, state their common and distinguishing characteristics, that is, analyze and explain the novelties of e-government.</p> <p>Prepared and presented practical work (independently using computer programs and sources of judicial and other legal practice).</p>	
		<p>The right to access and reuse public sector information and open data</p>		<p>They listen to lectures and read literature.</p>	<p>At the colloquium or written / oral exam, they can define the means of</p>	

				<p>During the exercises, they demonstrate communication technologies in e-administration.</p>	<p>political control, state their common and distinguishing characteristics, that is, analyze and explain the importance of the application of modern technologies in e-government.</p> <p>Prepared and presented practical work (independently using computer programs and sources of judicial and other legal practice</p>	
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		Privacy protection and security		They listen to lectures and read literature. During the exercises, they demonstrate communication in e-government	At the colloquium or written/oral exam, they can define and describe the concept and forms of administration as a human activity. Prepared and presented practical work (independently using computer programs and sources of judicial and other legal practice	
		E-participation. E-administration and the private sector		They listen to lectures and read literature. They use multimedia and the network.	At the colloquium or written / oral exam, they know how to define e-government.	

				<p>The types and peculiarities of local bodies are presented.</p> <p>In the group work at the seminar, the brainstorming method and the discussion method on the presented topic are applied.</p>	<p>Propose a way of solving a certain organizational structure of dispute management based on the presented facts of the case</p>	
		<p>E-administration as an internal organizational process (within the administration and between the administration and other authorities). E-administration and local self-government</p>		<p>They listen to lectures and read literature.</p> <p>During the exercises, they analyze examples from practice, which are performed by people in the administration, independently and in</p>	<p>At the colloquium or written / oral exam, they know how to define the jobs of people in the administration and propose a model of participation in a</p>	

				<p>teams. During the exercises, they demonstrate the procedure of the decentralization process itself using the example of the county and the city.</p>	<p>specific working environment.</p> <p>Prepared and presented practical work (independently using computer programs and sources of judicial and other legal practice).</p>	
		<p>International and European trends with selected comparative experiences and application in Croatia.</p>		<p>They listen to lectures and read literature.</p> <p>During the exercises, they analyze examples from practice independently and in teams and search databases on forecasting in management and planning.</p>	<p>At the colloquium or written / oral exam, they can define and analyze the concept and forms of forecasting or planning in management</p>	

					Prepared and presented practical work (independently using computer programs and sources of judicial and other legal practice	
		REPETITORIUM		<p>They listen to the lecture and prepare individually for the exam.</p> <p>During the exercises, they analyze certain definitions related to theoretical management models independently and in teams</p>	<p>At the colloquium or written/oral exam, they are able to define and explain the peculiarities of the application of technology in e-administration, its flaws and virtues in use.</p> <p>Prepared and presented practical work</p>	

					(independently using computer programs and sources of judicial and other legal practice).	
3. EVALUATION OF STUDENTS` WORK						
3.1. Students` obligations	<p>In accordance with the Rulebook on studying and the Rulebook on assessment and evaluation of student work: for all full-time students, a minimum of 70% class attendance. Part-time students are obliged to attend a minimum of 50% of lectures. All students must create, present and positively evaluate a seminar paper.</p> <p>Students who achieved during the course:</p> <ul style="list-style-type: none"> • From 0 – 24.9% of ECTS points - they are graded F (failed) and cannot acquire ECTS points, and must re-enroll in the course in the following academic year; • From 25 – 49.9% - they are graded FX (insufficient) and must sit and pass a written exam (test). The written exam (test) can be held during the regular or extraordinary exam period; • More than 50% - students have the right to access the final exam of the course. 					

4.1. Grading seminar papers	-				
4.2. Grading colloquia/ written and oral exam	Unsatisfactory	Satisfactory		Above average	
	He answers from memory, without deeper understanding. He does not know and does not apply basic terms and concepts. He does not know how to apply or explain the content of the course with examples	Reproduces basic concepts and transfers new knowledge without difficulty, understands material, explains terms and concepts supported by examples		Knowledge is at the level of analysis, synthesis and evaluation. He observes laws, accurately and thoroughly explains the content of the material, and logically connects and explains terms and concepts, which he supports with examples. Finds solutions that were not originally given. Observes correlations with related material	
4.3. Final grade according to evaluation elements	Active course attendance	The paper is not organized in a logical order and lacks structure.	The paper is well structured with a clear distinction between the introduction, the main		

			body of the text and the conclusion		
		Words and expressions not aligned with official terminology. The writing style is not appropriate, the sentences are too long, the vocabulary is modest and with frequent and repeated grammatical errors			
	Colloquia/ Written exam	No sources are given at all. The references do not match the topic and show a superficial approach to researching the topic	Words and expressions are aligned with official terminology. The writing style is appropriate, the sentence structure is clear,		

					the vocabulary is appropriate and there are few grammatical errors.						
	Oral exam										

4.4. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)				Numerical grade	ECTS grade			
			90 – 100%	5 (izvrstan)	A					
			80 – 89,9%	4 (vrlo dobar)	B					
			65 – 79,9%	3 (dobar)	C					
			60 – 64,9%	2 (dovoljan)	D					
			50 – 59,9%	2 (dovoljan)	E					

5. ADDITIONAL COURSE INFORMATION									
5.1. Compulsory literature	Title						Number of copies in the	Availability via other media	

ture (avai lable in the librar y and via other medi a)		librar y	
	<p>OBLIGATORY: Koprić, I., Musa, A., Vrček, N.; E-uprava; Institut za javnu upravu (2017), str</p> <p>OBLIGATORY: Koprić, I.; Struktura i komuniciranje u upravnim organizacijama; Pravni fakultet u Zagrebu (1999), str. 87-109, 118-124, 230-256</p> <p>OBLIGATORY: Koprić, I., Musa, A., Giljević, T.; Građani i uprava (poglavlja: E-uprava, One-stop-shop, Transparentnost i otvorenost); Institut za javnu upravu (2017), str</p> <p>OBLIGATORY: Musa, A. (ur.); Uprava u digitalno doba: Otvoreni podaci.; Friedrich Ebert Stiftung. (2015), str</p> <p>OBLIGATORY: Nixon et al.; Understanding e-government in Europe, Issues and Challenges.; Routledge (2009), str</p> <p>OBLIGATORY Annabel Z.Dodd Telekomunikacije Zagreb 2020</p>		
	<p>: Odabrani recentni radovi o e-upravi u uglednim časopisima iz područja javne uprave, a osobito časopisa Electronic Journal of E-Government, Journal of Information Technology and Politics, Electronic Government, Journal of E-Governance; , str</p> <p>: Periodične recentne publikacije na temu korištenja informacijsko-komunikacijske tehnologije u javnom sektoru OECD-a i UN-a (npr. UN E-government Survey 2016); (2016), str</p>		

	<p>: Recentni dokumenti Europske unije o e-upravi i informacijskom društvu (npr. Europska komisija (2015) Digital Single Market); , str</p> <p>Contini, F., Lanzara, G.F.; ICT and Innovation in Public Sector; Palgrave MacMillan (2009), str</p> <p>Dunleavy et al.; Digital Era Governance; Oxford University Press (2005), str</p> <p>Hague, B.N., Loader, B.D.; Digital Democracy. Discourse and decisionmaking in information age.; (1999), str</p> <p>: Henmann, P.; Governing Electronically, E-Government and Reconfiguration of Public Administration.; Palgrave Macmillan (2010), str</p>			
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5.2. Additional literature (at the moment of changes and/or amended of study programme)				
5.3. Quality assurance methods that ensure the acquisition	<p>Control of the quality of students' work and the acquisition of the necessary knowledge and skills will be ensured through interactive work. By keeping records of students' attendance and activities in class and the information obtained about students' progress through colloquia, the information necessary for further instructions to students will be obtained in order to increase the efficiency of their work. Students will be informed about their rights and obligations, work methods and necessary literature.</p>			

of know ledge , skills and comp etenc es	Indicators of the quality assurance system: Student survey, monitoring of annual data from HZZZ on the annual state of student employment, employer and Alumni association surveys.
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2. GENERAL INFORMATION			
1.1. Course lecturer	Ivana Bratić, prof., higher lecturer	1.8. Course code in ISVU	201188
1.2. Course title	English in administration 4	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(30+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate Professional Study of Public Administration	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	2
1.6. Year of study	1 st	1.28. Modernization	Yes
1.7. Credit score (ECTS)	3	1.14. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	<p>The objective of the course English language 3 is to improve grammatical structures with new vocabulary from the business and legal world and to develop competencies in reading and understanding, as well as communicating and doing presentations in English.</p> <p>The aim of the course is also to familiarize students with multicultural diversity at European and global level and to develop competencies and skills like; public speaking skills, active listening, writing a business letter (business etiquette) and the basics of negotiation skills.</p>		
2.2. Terms of course entry and required competences	Four-year secondary education completed; Possession of a Level 4.2 qualification according to the CROQF. Proficiency in English at minimum B1 level.		
2.3. Learning outcomes on the study programme level	<p>LO8: Use and develop complex written and oral communication in Croatian and English</p> <p>LO10: Organize and conduct teamwork and critically evaluate the opinions and attitudes of team stakeholders</p> <p>LO12: Compile and draft acts and submissions and to undertake basic procedural actions in administrative and other legal proceedings as well as in the administrative dispute</p>		
2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)		Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation,

						6-synthesis	
	1. Understand and apply the basic terms in legal terminology in English					2, 3	
	2. Retell and explain the texts of business-legal character					2	
	3. Analyze and translate the text from English into Croatian					4	
	4. Give an example and some of the "legal phenomena" in the British system and compare them with those in the Croatian system					2, 4	
	5. Organize and conduct a teamwork					6	
	6. Collect data and write an essay in English					6	
	7. Conclude and discuss a topic covered during the course duration					5	
	8. Write a business letter in English					6	
2.5. Course content according to detailed curriculum schedule	Constructive alignment						
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time	
		Introduction into the course and detailed plan	-	Listen to lectures. Work independently on computer, get to know course content and elearning documents.	-	2 h	
		Civil litigation; injunctions		Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions.	At the colloquium or at written and oral exam students can paraphrase or explain English terms by using synonyms and learned vocabulary and offer an adequate Croatian version of those English expressions. They are able to independently translate the text in English and answer the questions.	4 h	
		Drafting injunction order		Students process the text in English. They learn about new language structures. They solve tasks.	At the colloquium or at written and oral exam students can paraphrase or explain English terms by using synonyms and learned vocabulary and offer an adequate Croatian version of those English expressions. They are able to independently translate the text in English and answer the questions.	4 h	

		Business letters; how to write a business e-mail – Introduction		Students listen the lesson. They compile vocabulary exercises.	At the colloquium or at written and oral exam students know basic concepts; formal e-mail, informal e-mail; they know how to compose a business letter / email, how to make it visually acceptable, how to properly start and end an email, how to use spelling and expressions in formal mail.	4 h	
		Formal e-mails – Job application		Students listen the lecture. They compose business letter.	At the colloquium or at written and oral exam students know to write formal email for job application.	4 h	
		How to write a business e-mail; An invitation for a meeting		Students listen the lecture. They compose business letter.	At the colloquium or at written and oral exam students know to write formal email; invitation for a meeting.	4 h	
		Business e-mails; Complaints		Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions.	At the colloquium or at written and oral exam students know to write formal email; complaints to a service or product.	6 h	
		Review I		Students answer the questions. They write business email.	Students know how to write a business letter in English.	4 h	
		Case study		Students work in a team. They express themselves in written form and participate in discussions.	Students can express their opinions in spoken and written language.	4 h	
		Breach of contract claim		Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions.	At the colloquium or at written and oral exam students can paraphrase or explain English terms by using synonyms and learned vocabulary and offer an adequate Croatian version of those English expressions. They are able to independently translate the text in English and answer the questions.	10 h	
		Road traffic accident		Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions.	At the colloquium or at written and oral exam students can paraphrase or explain English terms by using synonyms and learned vocabulary and offer an adequate Croatian version of those English expressions. They are able to independently translate the text in English and answer the questions.	10 h	
		Trial		Students read the text in English. They understand new and unfamiliar vocabulary and professional terms, paraphrase them into English and offer an adequate translation into Croatian. They answer the questions.	At the colloquium or at written and oral exam students can paraphrase or explain English terms by using synonyms and learned vocabulary and offer an adequate Croatian version of those English expressions. They are able to independently	10 h	

					translate the text in English and answer the questions.		
		Case study		Students work in a team. They express themselves in written form and participate in discussions.	Students can express their opinions in spoken and written language.	4 h	
		Negotiation		Students listen the lecture and participate in discussions.	Students can differentiate the basi principles of negotiation in business world.	4 h	
		Review II		Students answer the questions and do vocabulary exercises.	At the colloquium or at final exam, students are able to explain and solve tasks related to the legal vocabulary learned during the course and to explain the relevant topic.	16 h	

3. EVALUATION OF STUDENTS' WORK

3.1. Students` obligations	In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list. Students who have during the course achieved: <ul style="list-style-type: none">from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year;from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period;more than 50% - students have the right to take the final exam. Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam).					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	0,5	Written exam	1 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	2 (without written exam)	Seminar paper		Other	
	Class activity	0,5	Oral exam	1 (without colloquia)	Other	
3.3. Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as: Attending classes and exercises 45 hours Preparing colloquia or exams through individual work 45 hours					

4. GRADING SYSTEM

4.1. Grading seminar papers	
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4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average				
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.				
4.3. Final grade according to evaluation elements	Active course attendance	70-74,9% of attendance		75-79,9% of attendance		80-89,9% of attendance		90-100% of attendance	
		2 points		5 points		10 points		20 points	
	Colloquia/ Written exam	2		3		4		5	
		50-64,9%		65-79,9%		80-89,9%		90-100%	
		25 points		30 points		35 points		40 points	
	Oral exam	2		3		5		5	
		25 points		30 points		35 points		40 points	
4.3. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)		Numerical grade		ECTS grade			
		90 – 100%		5 (excellent)		A			
		80 – 89,9%		4 (very good)		B			
		65 – 79,9%		3 (good)		C			
		60 – 64,9%		2 (satisfactory)		D			
		50 – 59,9%		2 (satisfactory)		E			
5. ADDITIONAL COURSE INFORMATION									
5.1. Compulsory literature (available in the library and via other media)	Title					Number of copies in the library		Availability via other media	
	"Legal English", William R. McKay, Helen E. Charlton, Pearson/Longman, 2005. (the mandatory part only applies to the topics described in this implementation plan)					1		e-materijal available to all students on Claroline system of the Polytechnic of Šibenik	
	„Osnovna gramatika engleskog jezika“, Ivana Bratić, Veleučilište u Šibeniku, (e-izdanje) (the mandatory part only applies to the topics described in this implementation plan)							e-materijal available to all students on Claroline system of the Polytechnic of Šibenik	

5.2. Additional literature (at the moment of changes and/or amended of study programme)	"Busine Grammar and Usage", Market Leader, Business English, Peter Strutt, Pearson/Longman, 2000.	Available on-line
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students' progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.</p> <p>Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.</p>	
5.4. Informing about the course and contacting the teacher	<p>It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).</p>	

3. GENERAL INFORMATION			
1.1. Course lecturer	Ph.D. Dragan Zlatović, prof.	1.7. Credit score (ECTS)	5
1.2. Course title	BASIS OF LABOUR, SOCIAL AND CIVIL SERVANTS' RIGHTS	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	45L + 15P
1.3. Assistants and/or associates		1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	
1.4. Study programme (specialist, undergraduate, graduate)	undergraduate	3.10. Number of course revisions	II
1.5. Course status (obligatory, optional)	Obligatory	3.11. Modernization	+
1.6. Year of study	II	1.12. Percentage estimate of course changes and/or supplements	Less than 20% <input type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	<p>The aim of the course is to familiarize students with basic concepts of work law and to provide an understanding of international work and European labor law. Furthermore, the aim is to enable students to conclude work contracts and to understand and valorize measures for the protection of motherhood, life, health, dignity and privacy of workers.</p> <p>The aim of the course is to familiarize students with the issues of the rules of procedure and the procedure of exercising the rights and fulfilling the obligations from the employment relationship. In addition, the aim of the course is to familiarize students with ways of solving labor disputes, enabling them to define the notion of social law, social affairs and social benefits, for understanding and valorising the social security system in the Republic of Croatia, pension and health insurance as well as healthcare systems in the Republic of Croatia. Also, the aim is to introduce students with the particularities of working relationships between state and public officials.</p>		
2.2. Terms of course entry and required competences	Terms of entry for the second year of study.		
2.3. Learning outcomes on the study programme level	<ul style="list-style-type: none"> - To link the basic concepts of different branches of the law and to generalize issues of work in public administration. - To analyze the interference of international, European and national law - To manage the human resources, office operations and various administrative processes and to establish the communication with different users of public services - To use and develop complex written and oral communication for the purposes of regulating labor relations in the state administration, regional and local administration, communal economy and public institutions. - To organize and to implement a team work and to critically evaluate the opinions and attitudes of team members 		

	<ul style="list-style-type: none"> - To explore, interpret and apply the relevant literature as well as the proper legal rules for drafting and issuing regulations and acts in administrative and other legal proceedings, administrative disputes and different actions of bodies of the state authority like administrative bodies and organizations, utility companies and other public institutions - To organize acts and submissions from labor and social law alone and undertake fundamental actions in legal proceedings before state and judicial bodies
2.4. Expected learning outcomes on the course level	<ol style="list-style-type: none"> 1. Analyze labor and social law, and official's law as separate branches of law, their relationship with each other and the relationship with other branches of law. 2. Categorize the types of labor contracts, regular time and vacation arrangements, termination of employment contracts, prohibition of competition between workers with employers, workers' and employers' associations, collective agreements, forms of labor participation, strikes and other forms of industrial actions, pension and health systems, social welfare, active employment policies and care for the unemployed, family allowances and parental support. 3. Classify and relate the relevant international, European and domestic law and judgment which of the legal solutions offered is most appropriate for the solution of a particular legal problem. 4. Implement and recommend procedures for establishing legally relevant facts and deciding on controversial and undisputed issues in the field of labor and social law and applying applicable law to established facts 5. Use different databases on legal sources, case law and relevant legal literature in preparing a decision on various legal issues. 6. Formulate and recommend drafts of contracts and individual and general legal acts and explanations of individual and general normative acts. 7. Propose the issuance of decisions, judgments, decisions or other individual legal acts.
2.5. Course content according to detailed curriculum schedule	<ol style="list-style-type: none"> 1. Concept, development, principles and sources of labour law: 2. Termination of employment - employment contract, labor regulations, probationary work, temporary employment, education and training for work; 3. Protection of special categories of workers - protection of life, health and privacy, protection of pregnant women, parents and adopters, protection of workers who are temporarily or permanently incapable of work, protection of the dignity of workers; 4. Working hours - full, incomplete and shortened working hours, overtime, time schedule, redistribution of working hours, night work, shift work; 5. Vacations and Permits; 6. Wages and salaries; 7. Compensation for damages, inventions and technical advances of workers, prohibition of competition of workers with the employer; 8. Termination of employment contract - legal remedies, regular dismissal, extraordinary dismissal, cancellation deadlines, court cessation, severance pay, collective surplus of workers; 9. Acquisition and protection of workers' rights - decision on rights and obligations arising from employment, decision-making, judicial protection,

	burden of proof, judicial competence, arbitration and conciliation, obsolescence;					
	10. Participation of decision-makers - workers 'councils, workers' meetings, employee representatives in employer bodies;					
	11. Social Dialogue and Partnership - Employers 'and Employers' Associations, Economic and Social Councils;					
	12. Collective labor relations - collective agreements, solving collective labor disputes;					
	13. Supervision over the application of labor regulations - administrative measures, misdemeanor liability, criminal offenses against labor relations;					
	14. Fundamentals of Social Rights - International and Domestic Sources of Social Rights, Organization and Reform of the Pension Insurance System in the Republic of Croatia, Health Insurance Organization in the World and the Republic of Croatia, Social Welfare System, Rights and Beneficiaries;					
	15. Civil servants 'employment - legal nature, civil service reception and job vacancies, civil servants' rights and obligations, disciplinary responsibility, termination of civil service, decision-making on rights, obligations and responsibilities of civil servants.					
2.6. Teaching methods	x lectures □ seminars and workshops x practical exercises □ distance education □ mixed e-learning □ field teaching	x independent tasks x multimedia and network □ laboratory x mentoring □ other	2.7. Comments:			
2.8. Students` obligations	Lectures are performed using the combined method - ex cathedra / case. Theoretical curriculum is presented using computer presentations and handouts, while the practical content segment is presented through analysis of characteristic cases, general acts, decisions and court judgments. Students get acquainted with the development of basic general and special acts in the domain of labor relations (labor contracts, work rules, decisions on cancellation, requirements for protection of rights, etc.). Students are required to attend classes. A regular student who is absent with more than 30% of the lessons specified in the study program will be denied the signature or will not be able to enter the exam. The lectures also carry out exercises where the judicial, administrative and other labor-law practice in this area are analyzed independently and in a timely manner, drafting normative acts (regulations, decisions, bureaus), decisions, decisions and other individual acts in this area, submissions and simple labor contracts, etc.					
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	1,5	Written exam	2 (without colloquiums)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	2 (without written exam)	Seminar paper	0,7	Other	
	Class activity	0,3	Oral exam	0,5	Other	

2.10. Grading and evaluating students' work during classes and on the exam	<p>Linking Learning Outcomes and Knowledge Checks:</p> <p>All students are required to make practical work, using compulsory legal literature and legal sources, with the autonomy in using other sources, jurisprudence and comments. Students are obliged to present a concrete court decision by analyzing the factual dream and the solving of the solution, and to formulate a self-employment agreement with the recognition of the fundamental institutes ie the rights and obligations from the employment relationship or other acts and / or decisions in the field of employment. Student exposure is a form of knowledge checking that primarily verifies learning outcomes under 1, 4, 5 and 6.</p> <p>During the course of the course, students can write two colloquia for the purpose of checking the knowledge of the part of the material to which the colloquy relates. Students who place both colloquia with a minimum grade are eligible to enroll in the assessment obtained on the basis of the results of the colloquium and seminar work without the need for examinations. They are obliged to apply for the exam in the regular exam period. Students who fail to complete the course through a colloquium will have a final exam in which they must achieve a minimum of 50% + 1 point on a written exam. Only students with 50% points on a written exam are invited to pass the exam, ie those who want a higher grade than those earned on a written exam.</p> <p>The final evaluation of student work is checked on a written exam. The written exam consists of a review of basic theories and institutes of labor and social law, the reproduction of theoretical explanations and the standpoint of judicial practice on individual institutes of labor and social law, comparison of different systems of labor relations and social security and their respective legal institutes, demonstration of the ability to apply relevant sources of law to resolve certain less complex legal issues and problems and to evaluate certain legal solutions with respect to their legal foundation.</p>			
2.11. Compulsory literature (available in the library and via other media)	Title	Number of copies in the library	Availability via other media	
	Zlatović, D., Malenica, I., Novo hrvatsko radno pravo, 2. izdanje Libertin naklada, Rijeka, 2016.			
	Zakon o radu			
	Zakon o europskim radničkim vijećima			
	Zakon o reprezentativnosti udruga poslodavaca i sindikata			
	Zakon o sudjelovanju radnika u odlučivanju u europskom društvu (SE) i europskoj zadruzi (SCE)			
	Zakon o državnim službenicima Zakon o službenicima i namještenicima u lokalnoj i područnoj (regionalnoj) samoupravi Zakon o roditeljskim i roditeljskim potporama; Zakon o posredovanju pri zapošljavanju i pravima za vrijeme nezaposlenosti;			

	<p>Zakon o mirovinskom osiguranju;</p> <p>Zakon o obveznom zdravstvenom osiguranju</p>			
2.12. Additional literature (at the moment of changes and/or amended of study programme)	<p>Učur, M.Đ., Socijalno pravo, Informator, Zagreb, 2000.</p> <p>Potočnjak, Ž., Radni odnosi državnih službenika, Pravni fakultet u Zagrebu, Zagreb, 2013.</p> <p>Učur, M., Zlatović, D., Moslavac, B., Malenica, I., Čupurdija, M., Veliki komentar Zakona o radu, Libertin naklada, Rijeka, 2018.</p> <p>Blanpain, R., European Labour Law, 12th ed., Kluwer Law Int., 2010.</p>			
2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students' progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.</p> <p>Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.</p>			

4. GENERAL INFORMATION			
1.1. Course lecturer	Vesna Jurin Bakotić, law graduate, a senior lecturer	1.8. Course code in ISVU	140796
1.2. Course title	Basics of Civil Law	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(45+15+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate Professional Study Administrative Law	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	5
1.6. Year of study	2 st	1.29. Modernization	Yes
1.7. Credit score (ECTS)	5	1.14. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	The aim of the teaching process is to develop the ability of students to master the basic concepts of civil law, particularly those related to performing lower and middle decision-making, such as official work in notary and attorney's offices, administrative bodies in state administration and companies, land registry departments of municipal court. The acquired knowledge will help them master the theoretical legal knowledge that they will be able to apply in concrete situations and on the basis of which they will understand the meaning of civil law in the legal system of our country.		
2.2. Terms of course entry and required competences	Conditions for enrollment of the second year of study.		
2.3. Learning outcomes on the study programme level	(IU1) Link the basic concepts of different branches of law and generalize the issues of work in public administration		
	(IU2) Analyze the interferences of international, European and national law		
	(IU6) Evaluate the effects on the life of citizens of the actions of bodies and organizations of public administration and other entities at different levels		
	(IU10) Organize and conduct team work and critically evaluate the opinions and attitudes of team stakeholders		
	(IU11) Independently and responsibly search, interpret and apply relevant literature and legal rules for drafting and enacting regulations and acts in administrative and other legal proceedings, administrative disputes and activities of governing bodies and organizations, utility companies and institutions		

	(IU12) Independently draft acts and submissions and take basic procedural steps in administrative and other legal matters procedure and administrative dispute.				
2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)				Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis
	Define and analyze civil law institutes, in theory and positive law.				1, 4
	Categorize and analyze individual institutes of compulsory and succession law.				2, 4
	Conduct procedures for determining legally relevant facts and deciding disputable and uncontested issues in the field of civil law and apply relevant law to established facts				2, 5
	Use different databases on legal sources, case law and relevant legal literature when preparing a decision on various legal issues and present a legal framework in the field of private law				6, 3
	Evaluate the legal basis and draw up draft contracts and individual and general legal acts and explanations of individual and general normative acts				4, 6
2.5. Course content according to detailed curriculum schedule	Constructive allignment				
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation
		INTRODUCTION TO CIVIL LAW.	1,3,5	Listen to lectures. In the course of independent work on the computer, they are introduced to the course content and documents on the e-learning page of the course.	In colloquium or he written exam, they define the basic concepts of civil law. They analyze the principles in this area of law. Establish and interpret the legal framework of civil law.
		.SUBJECTS OF CITIZENS 'RIGHTS	1, 2,3,4,5,6	Listen to a lecture and read literature. They practice case studies independently and in a team and draw conclusions on the application of legal regulations	In colloquium or the written exam students know to enumerate, differentiate and give an example of basic civil law sources at a colloquium or a written exam, and know how to apply the appropriate positive legal regulation to a specific example.
		CIVIL LEGAL SUBJECTS	1, 2,3,4,5,6	Listen to a lecture and read literature. They practice case studies independently and in a team and draw conclusions on the application of legal regulations	In colloquium or a written exam, they can enumerate, distinguish who can be the subject of a civil relationship and what prerequisites are required for a person to be capable of being a participant in a civil relationship. Civil law objects, the division of things, the characteristics of the act and the functions and characteristics of the property are distinguished.
		LEGAL BUSINESS	1, 2,3,4,5,6	Listen to a lecture and read literature. They practice case studies independently and in a team and draw	In colloquium or the written exam students know to define and describe what is required to achieve a certain legal effect, what are the forms of

				conclusions on the application of legal regulations	manifesting the will and related to this type of legal affairs, the content of the same, the way of concluding, the assumptions for validity and nullity and the consequences of invalidity		
		REAL RIGHTS	1, 2,3,4,5,6	Listen to lectures and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.	In colloquium or a written exam students know to define and e institutes of real law, outline their characteristics and limitations.	12 h	
		LAW OF PLEDGE, THE RIGHT OF CONSTRUCTION.	1,3,5,6	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.	In colloquium or the written exam, students know to define and describe the importance of the property right institute, concept, characteristics, content, restrictions, types, methods of protection of property rights.	10 h	
		COMPULSORY LAW.	1,2, 3,4,5,6	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems..	In colloquium or the written and oral exam students know how to define, describe, and compare ownership with other real property rights in someone else's real estate.	12 h	
		TYPES OF AND CONDITIONS OF CONTRACT.	1, 4,5,6	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.	In colloquium or the written and oral exam students know how to define and describe the manner and types of publishing real rights in real estate, arranging land registers, principles that are characteristic of land registration law and types of land registration.	6 h	

		CONTRACTING, TERMINATION OF OBLIGATION	1, 2,3,4,5,6	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.	In colloquium or the written and oral exam, students know to define and describe the specifics of compulsory law through principles and characteristics and, through the above, distinguish the subject part of civil law from other branches of law. They also learn how obligations are based, how they should be performed, and possible ways of liability in the event of a breach. Seminar paper created and presented (using computer programs independently).	8 h	
		CONTRACTS	1,2,3,4,5,6	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.	In colloquium or the written and oral exam they can define and describe and independently make an example of contracts, what are the preconditions for conclusion and what contracts can be concluded	10 h	
	5	SERVICE CONTRACT	1, 2,3,4,5,6	Listen to a lecture and read literature. Skills and examples of contracts are independently prepared at the seminar classes	At the colloquium or the written and oral exam they can define, describe the elements needed to enter into contracts for the transfer of property and rights, what are the obligatory contents of the contract of sale, exchange, donation and are able to make a contracts	10 h	
		EXTRAORDINARY LIABILITIES	1, 2,3,4,5,6	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.	In colloquium or the written and oral exam they know how to define and describe and differentiate the circumstances as well as the prerequisites for the termination of the legal relationship as well as the legal effects arising therefrom. Seminar paper created and presented (using computer programs independently).	12 h	
		INHERITANCE RIGHTS.	1, 2,3,4,5,6	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their	In colloquium or the written and oral exam, they can define and describe the basic non-contractual obligations, such as liability for damages, unilateral declaration of will as a source of obligations, acquisition without basis, management without a warrant.	8 h	

				own ideas, and ways to solve problems.		
		INHERITANCE RIGHTS CONTRACTS, PROBATE PROCEEDINGS.	1,2,3,5,6	. Listen to lectures and read literature.	In colloquium or the written and oral exam they know how to explain and evaluate the assumptions necessary for the property to continue its legal destiny even after the decedent's death and what are the basic principles and characteristics of inheritance by law	8 h
		REVISION		Listen to lectures and and individually prepare for the exam.read literature	-	20 h
3. EVALUATION OF STUDENTS` WORK						
3.1. Students` obligations	In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list. Students who have during the course achieved: <ul style="list-style-type: none">from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year;from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period;more than 50% - students have the right to take the final exam. Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam).					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	1	Written exam	2 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	2 (without written and oral exam)	Seminar paper	0,5	Other	
	Class activity	0,5	Oral exam	1 (without colloquia)	Other	
3.3. Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as: Attending classes and exercises 60 hours Creation of seminar work and presentation 15 hours Preparing colloquia or exams through individual work 75 hours					
4. GRADING SYSTEM						
4.1. Grading seminar papers	The evaluation element	Unsatisfactory		Satisfactory		Above average

	Organization	The paper is not organized in a logical order and lacks structure.	The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion.	The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion, which are logically interconnected.	
	Terminology, writing style	Words and expressions low in line with official terminology. The writing style is not appropriate, the sentences are too long, of a modest vocabulary and with frequent and repeated grammatical errors.	Words and expressions are in line with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors	Words and expressions are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.	
	Citing and referencing references	The sources are not listed at all. The references do not fit the topic and show a cursory approach to exploring the topic..	The sources are listed but incomplete and with errors. The references are relevant to the topic and show a satisfactory research attitude	The sources are accurately, completely and consistently listed. The references are appropriate, their list is "rich" and comprehensive and shows a detailed research approach.	
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory	Above average	
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.	Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.	
4.3. Final grade according to evaluation elements	Active course attendance	70-74,9% of attendance	75-86% of attendance	87-100% of attendance	Izrađena mentalna mapa Riješene studije slučaja
		2 points	4 points	7 points	3 points
	Seminar paper	2	3	4	5
		5	7 points	8 points	10 points
	Colloquia/ Written exam	2	3	4	5
		50-64,9%	65-79,9%	80-89,9%	90-100%
		25 points	30 points	35 points	40 points
	Oral exam	2	3	5	5
		25 points	30 points	35 points	40 points
4.3. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade	

		90 – 100%	5 (excellent)	A	
		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (good)	C	
		60 – 64,9%	2 (satisfactory)	D	
		50 – 59,9%	2 (satisfactory)	E	
5. ADDITIONAL COURSE INFORMATION					
5.1. Compulsory literature (available in the library and via other media)	Title			Number of copies in the library	Availability via other media
	1. Petar Klarić - Mladen Vedriš, Građansko pravo, Narodne novine, Zagreb, 2014			3	
	2. Zakon o obveznim odnosima 3. Zakon o vlasništvu i drugim stvarnim pravima 4. Zakon o nasljeđivanju			5	
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. GAVELLA, N., JOSIPOVIĆ, T., GLIHA, I., BELAJ, V., STIPKOVIĆ, Z., Stvarnopravo, II. izmijenjeno i dopunjeno izdanje, Svezak prvi i drugi, Narodne novine,Zagreb, 2007. 2. GAVELLA, N., BELAJ, V., Nasljedno pravo, Narodne novine, 2008. 3. GORENC, VILIM (urednik): Komentar Zakona o obveznim odnosima, 2005.				
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.				
5.4. Informing about the course and contacting the teacher	It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).				

GENERAL INFORMATION			
1.1. Course lecturer	Vesna Jurin Bakotić, law graduate, a senior lecturer	1.8. Course code in ISVU	142648
1.2. Course title	Land Registry Law	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(45+15+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate Professional Study Administrative Law	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Optional	1.12. Number of course revisions	5
1.6. Year of study	3 st	1.30. Modernization	Yes
1.7. Credit score (ECTS)	5	1.14. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	Enable students to understand the land registry law, since property represents the maximum set of authorizations that belong to a particular person to a particular subject and as such is protected by the Constitution. It may be limited under certain circumstances prescribed by the Law under certain conditions, but it also binds its holder to certain behaviours. Ownership protection is needed for the security that real-world participants need to have in legal traffic. One of the ways of protecting property and some real rights that may be on real estate is realized through land registry law, in particular through land registers, public books in which real estate, real rights and some real property rights are entered, ie certain or relevant for real estate transactions. Also, the aim is to enable students to independently conduct the registration process, ie to provide a solution to the land registry procedure and its implementation.		
2.2. Terms of course entry and required competences	Conditions for enrollment of the third year of study. Knowledge of basic institutes of real and mandatory law.		
2.3. Learning outcomes on the study programme level	(IU1) Link the basic concepts of different branches of law and generalize the issues of work in public administration		
	(IU6) Evaluate the effects on the life of citizens of the actions of bodies and organizations of public administration and other entities at different levels		
	(IU10) Organize and conduct teamwork, and critically evaluate the opinions and attitudes of team stakeholders		
	(IU11) Independently and responsibly search, interpret and apply relevant literature and legal rules for drafting and enacting regulations and acts in administrative and other legal proceedings, administrative disputes and activities of governing bodies and organizations, utility companies and institutions		

	(IU12) Independently draft acts and submissions and take basic procedural steps in administrative and other legal matters procedure and administrative dispute.					
2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)					Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis
	Define and analyze land law institutes, in theory and in positive law.					1, 4
	Categorize and analyze individual land registry rights.					2, 4
	To interpret the relevant international, European and domestic law and to decide which of the legal solutions offered is most appropriate for the solution of a particular legal problem.					2, 5
	Conduct procedures for establishing legally relevant facts and deciding disputable and uncontested issues in the field of land registry proceedings and apply relevant law to established facts					6, 3
	Use different databases on legal sources, case law and relevant legal literature when preparing a decision on different legal issues and present the legal framework within the Land Registry Institution					4, 6
2.5. Course content according to detailed curriculum schedule	Constructive allignment					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
		Introduction into the course and detailed plan.	1,3,5	Listen to lectures. In the course of independent work on the computer, they are introduced to the course content and documents on the e-learning page of the course.	In colloquium or the written exam students know to define the basic concepts of land registry law. They analyze the principles in this area of law. They establish and interpret the legal framework of land registry law.	12 h
		Disclosure of Real Property and Real Estate Rights.	1, 2,3,4,5,6	Listen to a lecture and read literature. They practice case studies independently and in a team and draw conclusions on the application of legal regulations	In colloquium or the written exam students know to enumerate, differentiate and give an example of the basic sources of land registry law at a colloquium or a written exam, and they can apply the appropriate positive legal regulation to a specific example.	10 h
		Historical overview of the real estate rights publication in the Republic of Croatia.	1, 2,3,4,5,6	Listen to a lecture and read literature. They practice case studies independently and in a team and draw conclusions on the application of legal regulations	In colloquium or the written exam students know to define a historical overview of the publication of land registry law. explain the importance of land registry law in the Republic of Croatia, and will be familiar with the Common Cadastral and Land	10 h

					Registry Information System and, through practical examples, enter that system		
		Land Register Law in the Republic of Croatia.	1, 2,3,4,5,6	Listen to a lecture and read literature. They practice case studies independently and in a team and draw conclusions on the application of legal regulations	In colloquium or a written exam, students know to define and describe the composition of the land register, the landscaping arrangement and the way of functioning that is all that is required to arrange the land register	12 h	
		Land Registry.	1, 2,3,4,5,6	Listen to lectures and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.	In colloquium or a written exam, they can define and explain the meaning and characteristics of land registers	12 h	
		Characteristics of Land Registers.	1,3,5,6	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.	In colloquium or the written exam, students know to define the general ledger, land registry entry, body, subscript, document collection, cadastral map collection, auxiliary land register lists, logbook of land registration submissions, EOP, etc.	10 h	
		Composition of land registers.	1,2, 3,4,5,6	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems..	In colloquium or the written and oral exam they know how to define and describe the importance of the property right institute, the concept, characteristics, content, restrictions, types, methods of protection of property rights	12 h	
		Principles of land registry planning.	1, 4,5,6	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the	In colloquium or the written and oral exam they know how to define, describe and compare the ownership right with other real rights in someone else's real estate.	10 h	

				acquired knowledge and presents their own ideas, and ways to solve problems.			
		Land registry entry.	1, 2,3,4,5,6	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.	In colloquium or the written and oral exam they can define and distinguish between enrollment, notation, pre-registration, and through practical examples learn how to distinguish types of enrollment	10 h	
		Land registry entry assumptions.	1,2,3,4,5,6	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.	In colloquium or the written and oral exam they can define and describe the prerequisites for a valid entry, pre-registration and notation, and see the differences of the same enrollments in concrete examples	10 h	
		Types of land registry entry.	1, 2,3,4,5,6	Listen to a lecture and read literature. Skills and examples of contracts are independently prepared at the seminar classes	In c colloquium or the written and oral exam they can define and distinguish between enrollment, notation, pre-registration, and through practical examples learn how to distinguish types of enrollment	10 h	
		Legal effects of land registry entry.	1, 2,3,4,5,6	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.	In colloquium or written and oral exam they can define and describe the consequences of registration, foreclosure records, notes of personal restrictions on the use of real estate and other effects of enrollment, the importance of the seal, the date and time of receipt of the proposal, and the priority order of enrollment, as well as the problems of it through case law.	12 h	
		First order of entry.	1, 2,3,4,5,6	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a	In colloquium or the written and oral exam they know how to define and describe the implementation of the land registry procedure, make necessary decisions and other acts for the purpose of conducting the procedure.	10 h	

				seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.		
		Land registry procedure.	1,2,3,5,6	. Listen to lectures and read literature.	In colloquium or the written and oral exam they can explain and evaluate the specific types of land registration procedures and compare them with the basic procedure.	10 h
		Revision		Listen to lectures and and individually prepare for the exam.read literature	-	30 h

3. EVALUATION OF STUDENTS` WORK

3.1. Students` obligations	<p>In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; more than 50% - students have the right to take the final exam. <p>Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam).</p>					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	1	Written exam	2 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	3 (without written and oral exam)	Seminar paper	0,5	Other	
	Class activity	0,5	Oral exam	1 (without colloquia)	Other	
3.3. Student workload	<p>Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:</p> <p>Attending classes and exercises 60 hours</p> <p>Creation of seminar work and presentation 15 hours</p> <p>Preparing colloquia or exams through individual work 75 hours</p>					

4. GRADING SYSTEM

4.1. Grading seminar papers	The evaluation element	Unsatisfactory	Satisfactory	Above average
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	Organization	The paper is not organized in a logical order and lacks structure.	The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion.	The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion, which are logically interconnected.	
	Terminology, writing style	Words and expressions low in line with official terminology. The writing style is not appropriate, the sentences are too long, of a modest vocabulary and with frequent and repeated grammatical errors.	Words and expressions are in line with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors	Words and expressions are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.	
	Citing and referencing references	The sources are not listed at all. The references do not fit the topic and show a cursory approach to exploring the topic..	The sources are listed but incomplete and with errors. The references are relevant to the topic and show a satisfactory research attitude	The sources are accurately, completely and consistently listed. The references are appropriate, their list is "rich" and comprehensive and shows a detailed research approach.	
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory	Above average	
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.	Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.	
4.3. Final grade according to evaluation elements	Active course attendance	70-74,9% of attendance	75-86% of attendance	87-100% of attendance	Izrađena mentalna mapa Riješene studije slučaja
		2 points	4 points	7 points	3 points
	Seminar paper	2	3	4	5
		5	7 points	8 points	10 points
	Colloquia/ Written exam	2	3	4	5
		50-64,9%	65-79,9%	80-89,9%	90-100%
		25 points	30 points	35 points	40 points
	Oral exam	2	3	5	5
		25 points	30 points	35 points	40 points
4.3. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade	

		90 – 100%	5 (excellent)	A	
		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (good)	C	
		60 – 64,9%	2 (satisfactory)	D	
		50 – 59,9%	2 (satisfactory)	E	
5. ADDITIONAL COURSE INFORMATION					
5.1. Compulsory literature (available in the library and via other media)	Title			Number of copies in the library	Availability via other media
	Tatjana Josipović, Zemljišnoknjižno pravo, Zagreb, Informator, 2001.				
	Tatjana Josipović, Osnove zemljišnoknjižnog prava : priručnik za zemljišnoknjižne službenike, Zagreb, Ministarstvo pravosuđa, lokalne uprave i područne (regionalne) samouprave, 2001.				
	Zakon o zemljišnim knjigama			3 5 1	
	Pravilnik o unutarnjem ustroju, vođenju zemljišnih knjiga i obavljanju drugih poslova u zemljišnoknjižnim odjelima sudova (Zemljišnoknjižni pravilnik)				
	Zakon o vlasništvu i drugim stvarnim pravima,				
5.2. Additional literature (at the moment of changes and/or amended of study programme)	GAVELLA, N. - JOSIPOVIĆ, T. - BELAJ, V. - STIPKOVIĆ, Z. - GLIHA, I., Stvarno pravo, Zagreb, 1998., i to: a) "Zemljišne knjige" (4. poglavlje); b) "Uvod u stvarna prava" (only basic concepts).				
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.				
5.4. Informing about the course and contacting the teacher	It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).				

GENERAL INFORMATION			
1.1. Course lecturer	Vesna Jurin Bakotić, law graduate, a senior lecturer	1.8. Course code in ISVU	
1.2. Course title	Status right of citizens	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates	Status rights	1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(45+15+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate Professional Study Administrative Law	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Optional	1.12. Number of course revisions	2
1.6. Year of study	3 st	1.31. Modernization	Yes
1.7. Credit score (ECTS)	5	1.14. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	<p>The aim of the teaching process is to acquaint students with the institutes of status law, which includes knowledge about the origin of certain status relations, their content, rights and obligations of participants and the manner of their termination and the legal consequences that follow.</p> <p>This includes in particular the acquisition of knowledge on the legal regulation of marriage, extramarital and same-sex unions, legal relations between parents and children, adoption, guardianship, maintenance between family members, property relations between family members. In addition, the aim is to broaden the students' knowledge of issues related to citizenship, residence and residence of citizens, travel documents of Croatian citizens, personal identification number, identity card, personal name and position of foreigners.</p>		
2.2. Terms of course entry and required competences	Conditions for enrollment of the third year of study.		
2.3. Learning outcomes on the study programme level	(IU1) Link the basic concepts of different branches of law and generalize the issues of work in public administration		
	(IU2) Analyze the interferences of international, European and national law		
	(IU6) Evaluate the effects on the life of citizens of the actions of bodies and organizations of public administration and other entities at different levels		
	(IU10) Organize and conduct team work and critically evaluate the opinions and attitudes of team stakeholders		
	(IU11) Independently and responsibly search, interpret and apply relevant literature and legal rules for drafting and enacting regulations and acts in administrative and other legal proceedings, administrative disputes and activities of governing bodies and organizations, utility companies and institutions		

2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)					Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis	
	Define and analyze the institutes of status law of citizens, in theory and positive law.					1, 4	
	Categorize and analyze individual status law.					2, 4	
	To interpret the relevant international, European and domestic law and to decide which of the legal solutions offered is most appropriate for the solution of a particular legal problem.					2, 5	
	Conduct procedures for establishing legally relevant facts and deciding disputable and uncontested matters in the field of status law, and apply relevant law to established facts					6, 3	
	Use different databases on legal sources, case law and relevant legal literature when preparing a decision on different legal issues and present a legal framework within the status law institute					4, 6	
2.5. Course content according to detailed curriculum schedule	Constructive alignment						
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time	
		Introduction into the course and detailed plan. Contracting a marriage; Forms of marriage (civil and religious) Prerequisites for the existence of marriage, court proceedings and legal consequences of non-existence of marriage; Prerequisites for the validity of marriage	1,3,5	Listen to lectures. In the course of independent work on the computer, they are introduced to the course content and documents on the e-learning page of the course.	In colloquium or written and oral exams students define basic terms of Family Law	10 h	
		Personal rights and duties of spouses; The termination of marriage - the basis of termination; marital dispute Death termination; termination of marriage by proclaiming the missing spouse is dying; Divorce - Concept, Divorce and Marital Divorce, Agreed Marriage Divorce, Divorce Causes	1, 2,3,4,5,6	Listen to a lecture and read literature. They practice case studies independently and in a team and draw conclusions on the application of legal regulations	In colloquium or written and oral exams students y know can enumerate, differentiate and give personal exams at the colloquium or the written examnd the duties of spouses. They know how to state the basics of marriage and divorce	8 h	

		Withdrawal of marriage; Mediation before divorce Extramarital Community; Same -sex communities	1, 2,3,4,5,6	Listen to a lecture and read literature. They practice case studies independently and in a team and draw conclusions on the application of legal regulations	In colloquium or the written exam, they know describe the mediation process before the divorce.	8 h	
		Historical review of legal arrangements of relationship between parents and children; Family status of the child; Determining Motherhood; Marital paternity; Establishing paternity with recognition	1, 2,3,4,5,6,7	Listen to a lecture and read literature. They practice case studies independently and in a team and draw conclusions on the application of legal regulations	In colloquium or write written examstudents know how to define and describe the historical overview of the legal regulation of the relationship between parents and children, and assess the importance of determining the origin of the child	10 h	
		Determination of paternity through court Dispute of motherhood and paternity Legal arrangement of medically assisted fertilization	1, 2,3,4,5,6	Llisten to lectures and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.	In colloquium or written and oral exams students know know how to define and list and explain the meaning and characteristics of determining the origin of a child	10 h	
		Legal arrangement of parents and children relationships; Historical Review, Children`s Rights - Convention on the Children`s rights, Child Welfare	1,3,5,6	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.	In colloquium or written and oral exams students know how to define and explain legal regulation of parent-child relationships, and state and evaluate the significance of the Conventions.	8 h	
		Parental care; legal arrangement of parents and children's relations in the LAW Realization of parental care; jurisdiction of the court; Responsibility of the Social Welfare Centre Measures to protect personal interests of children; Measures to protect the property interests of children	1,2, 3,4,5,6	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems..	In colloquium or written and oral exams students know how to define and and designate the individual institutions responsible for the particular procedure.	10 h	

		Adoption - concept and goal Assumption for adopting (passive and active adoptive ability); intergovernmental adoption.	1, 4,5,6	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.	In colloquium or written and oral exams students know how to define and describe the conditions for startup and procedure implementation of adoption at national and international level.	8 h	
		The concept of custody; Contemporary tendencies of the development of custodial institutions Guardianship - basic principles, competence; kind of custody; Legal status of guardian	1, 2,3,4,5,6	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.	In colloquium or written and oral exams students know how to define define and distinguish basic principles, jurisdiction; types of custody	8 h	
		Custody of juveniles; Custodian for a special case; Special guardian in child attending procedures - the child's procedural position Denial of Business Ability; custody and parental care for adults .	1,2,3,4,5,6	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.	In colloquium or written and oral exams students know how to define describe the assumptions for starting the setup process guardians for minors	8 h	
		Citizenship (term, acquisition, termination, dismissal). Residence, residence	1,2,3,4,5,6	Listen to a lecture and read literature. Skills and examples of contracts are independently prepared at the seminar classes	In the colloquium or written and oral exam, they know how to define the sources, conditions and authorized bodies related to the concept of citizenship, residence and domicile.	8 h	
		Residence	1,2,3,4,5,6	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their	In the colloquium or written and oral exam, they know how to define individual institutes of citizens' status law Explain and define the role of the competent state bodies regarding the decisions they make in the area of citizenship status.	10 h	

				own ideas, and ways to solve problems.			
		Personal identification number. Personal name.	1,2,3,4,5,6	Listen to a lecture and read literature. They use multimedia and networking. During the exercises, they individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.	In the colloquium or written and oral exam, they know how to define the sources, conditions and authorized bodies related to the topic.	8 h	
		Strangers, Travel documents	1,2,3,5,6,	Listen to lectures and read literature.	In the colloquium or the written and oral exam they know how to define the sources, conditions and authorized bodies related to travel documents and foreigners.	8 h	
		Revision		Listen to lectures and and individually prepare for the exam.read literature	-	30 h	

3. EVALUATION OF STUDENTS` WORK

3.1. Students` obligations	<p>In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; more than 50% - students have the right to take the final exam. <p>Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam).</p>					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	1	Written exam	2 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	2 (without written and oral exam)	Seminar paper	0,5	Other	
	Class activity	0,5	Oral exam	1 (without colloquia)	Other	

3.3. Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as: Attending classes and exercises 60 hours Creation of seminar work and presentation 15 hours Preparing colloquia or exams through individual work 75 hours							
4. GRADING SYSTEM								
4.1. Grading seminar papers	The evaluation element	Unsatisfactory		Satisfactory		Above average		
	Organization	The paper is not organized in a logical order and lacks structure.		The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion.		The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion, which are logically interconnected.		
	Terminology, writing style	Words and expressions low in line with official terminology. The writing style is not appropriate, the sentences are too long, of a modest vocabulary and with frequent and repeated grammatical errors.		Words and expressions are in line with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors		Words and expressions are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.		
	Citing and referencing references	The sources are not listed at all. The references do not fit the topic and show a cursory approach to exploring the topic..		The sources are listed but incomplete and with errors. The references are relevant to the topic and show a satisfactory research attitude		The sources are accurately, completely and consistently listed. The references are appropriate, their list is "rich" and comprehensive and shows a detailed research approach.		
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average			
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.			
4.3. Final grade according to evaluation elements	Active course attendance	70-74,9% of attendance		75-86% of attendance		87-100% of attendance		Izrađena mentalna mapa Riješene studije slučaja
		2 points		4 points		7 points		3 points

	Seminar paper	2	3	4	5
		5	7 points	8 points	10 points
	Colloquia/ Written exam	2	3	4	5
		50-64,9%	65-79,9%	80-89,9%	90-100%
		25 points	30 points	35 points	40 points
	Oral exam	2	3	5	5
		25 points	30 points	35 points	40 points

4.3. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade	
		90 – 100%	5 (excellent)	A	
		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (good)	C	
		60 – 64,9%	2 (satisfactory)	D	
		50 – 59,9%	2 (satisfactory)	E	

5. ADDITIONAL COURSE INFORMATION

		Number of copies in the library	Availability via other media
	D. Hrabar, et sur. Obiteljsko pravo, Narodne novine, Zagreb, 2021.	3	
	Obiteljski zakon Zakon o životnom partnerstvu osoba istog spola Zakon o ravnopravnosti spolova Zakon o registriranom partnerstvu osoba istog spola, Narodne novine br. 92/2014. Zakon o hrvatskom državljanstvu Zakon o prebivalištu, Zakon o putnim ispravama hrvatskih državljana Zakon o osobnoj iskaznici Zakon o matičnom broju Zakon o osobnom identifikacijskom broju		On line

	Zakon o osobnom imenu Zakon o strancima			
5.2. Additional literature (at the moment of changes and/or amended of study programme)	Alinčić, M.; Bakarić Abramović, A.; Belajec, V.; Dika, M.; Hrabar, D.; Hrvatin, B.; Jakovac-Lozić, D.; Korać Graovac, A.: Obiteljski zakon - tekst zakona s napomenama, uputama i sudskom praksom, III. izmijenjeno i dopunjeno izdanje, Narodne novine, Zagreb, 2013.			
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students' progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.			
5.4. Informing about the course and contacting the teacher	It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).			

GENERAL COURSE INFORMATION			
1.1. Course title	COMMERCIAL COMMUNAL LAW	1.8. Course code in ISVU	
1.2. Course lecturer	Ivan Rančić , senior lecturer	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(45+15+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate Study Administrative Law	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Optional	1.12. Number of course revisions	5
1.6. Year of study	3 rd	1.32. Modernization	<input checked="" type="checkbox"/> da <input type="checkbox"/> ne
1.7. Credit score (ECTS)	5	1.14. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>

2. COURSE DESCRIPTION	
2.1. Course objectives	The aim of the economic and communal law course is to acquaint students with the basic concepts of economic and communal law, to understand the organization of communal services, to analyze the basic principles related to the functioning of services, the administrative aspects of communal services in Europe and Croatia.
2.2. Terms of course entry and required competences	

2.3. . Learning outcomes on the study programme level	LO1, LO2, LO5, LO8, LO11, LO12		
2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)		Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis
	Identify and analyze commercial and municipal law as separate branches of law, their relationship with each other and with other branches of law.		4
	Categorize and analyze administrative legal aspects of utility activities		4, 5
	Interpret relevant international, European and domestic law and judge which of the offered legal solutions is the most appropriate for solving a specific legal problem in commercial and municipal law.		2,5
	Implement all potentials in utility services and establish communication with users of utility services.		3,5
	Use various databases on legal sources, case law and relevant legal literature when preparing decisions on various legal issues and present the legal framework in the field of work.		4,5
	Evaluate the legal basis and draft contracts and individual and general legal acts and explanations of individual and general normative acts		4,5
	Formulate and propose contracts on concessions, leases and debts in the field of commercial and municipal law in specific given situations		4,5
	Analyze and apply basic rules in the field of utility management.		4,5
	Organize and implement team work, critically evaluate opinions and attitudes.		4,5
	Predict the future development of the municipal economy at different levels.		6

2.5. Course content according to detailed curriculum schedule	Constructive allignment					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time

		Introduction to the course and a detailed teaching plan	-	Listen to a lecture. At the seminar, students are introduced to the course content and documents on the e-learning page of the course by working independently on a computer.	-	3h
		General information about utilities	1,3,5	Listen to a lecture and read literature.	At the colloquium or the written / oral exam students can define basic terms of the law of utilities.	5h
		Historical development of utility services.	1-10	Listen to a lecture and read literature.	At the colloquium or written / oral exam students can define an utility services, distinguish its constituent elements and explain them individually and historical development	14h
		Comparative overview of public service activities	1-9	They listen to lectures and read literature. During the exercises, they analyze examples from practice independently and in teams and draw conclusions about the application of legal regulations to a concrete factual situation, in the performance of public services.	At the colloquium or written / oral exam, they can define and describe a comparative view of the performance of communal activities. Prepared and presented practical work	14h
		Performing communal activities in the Republic of Croatia	1-10	They listen to lectures and read literature. During exercises, independently and in teams, they analyze examples from practice and draw conclusions about the application of legal regulations to a specific factual situation, and they draw up acts related to the performance of communal activities.	At the colloquium or written / oral exam, they know how to define the performance and meaning of communal activities. Prepared and presented practical work (independently using computer programs and sources of judicial and other legal practice	14h
		Basic principles of performing communal activities in Croatia	1-9	They listen to lectures and read literature. During the exercises, they analyze examples from practice independently and in teams and draw conclusions about the application of legal regulations to the specific situation of performing communal activities in Croatia	At the colloquium or written/oral exam, they can define and describe the basic principles, rules, laws, regulations and other acts in the performance of communal activities.	14h

		Models of performing communal activities	1-9	They listen to lectures and read literature. During the exercises, they analyze examples from practice independently and in teams and draw conclusions about the application of legal regulations in concrete ways in the performance of communal activities.	At the colloquium or written / oral exam, they know how to define the ways, forms and legal regulations of performing communal activities. Prepared and presented practical work (independently using computer programs and sources of judicial and other legal practice).	14h
		Concessions	1-9	They listen to lectures and read literature. During the exercises, they analyze examples from practice independently and in teams and draw conclusions about the application of legal regulations to a concrete factual situation, and draw up examples of concession contracts. In the group work on the exercises, the brainstorming method is applied, discussing the concession contracts	At the colloquium or written/oral exam, they can explain what constitutes a concession contract, what the legal bases are, and draw up a copy of the contract. Prepared and presented practical work (independently using computer programs and sources of judicial and other legal practice	14h
		Companies and communal activities	1-10	They listen to lectures and read literature. They use multimedia and the network. In the exercises, they individually explore the content of this thematic area by searching the database of companies. In group work on exercises, the method of brainstorming and the method of discussing the presented topic are applied.	At the colloquium or written/oral exam, they are able to define and describe the legal and autonomous regulatory framework of trading companies. Prepared and presented practical work (independently using computer programs and sources of judicial and other legal practice	14h
		Public institutions	1-10	They listen to lectures and read literature. They use multimedia and the network. During the exercises, they individually research the content of this thematic area by searching the database of public institutions and their characteristics and arrangement. In group work during the exercises, the brainstorming method and the method of discussing the presented topic are applied.	At the colloquium or written / oral exam, they can explain the basic characteristics of a public institution, the law by which it is organized, the reasons for its absence and the acquisition of the status of a legal entity. Prepared and presented practical work (independently using computer programs and sources of judicial and other legal practice).	12h

		Public services	1-10	They listen to lectures and read literature. During the exercises, they demonstrate the process of evaluating public services and study various sectors of public services	At the colloquium or written / oral exam, they know how to define public services and describe the process of establishing public services, and propose a model of public services. Prepared and presented practical work (independently using computer programs and sources of judicial and other legal practice)	14h
		Independent performance of utility services (own drive)	1-9	They listen to lectures and read literature. During the exercises, they demonstrate the process of establishing the service of their own plant	At the colloquium or written / oral exam, they can define and describe the service, its own operation, its structure and powers. Prepared and presented practical work (independently using computer programs and sources of judicial and other legal practice).	14h
		Agreement on the entrustment of communal jobs	1-10	They listen to lectures and read literature. They use multimedia and the network. The concept, parties, types and forms of the contract on the entrustment of communal works, the aspect, the period of validity and other peculiarities related to the entrustment of collective works are presented. Contracts on entrusting utility work to various legal entities are analyzed. In the group work at the seminar, the brainstorming method and the discussion method on the presented topic are applied.	At the colloquium or written/oral exam, they know how to define and interpret utility contracts and analyze utility jobs. Propose a way of solving a specific utility contract based on the facts presented. Prepared and presented practical work (independently using computer programs and sources of judicial and other legal practice)	14h
		Communal order, communal security,	1-9	They listen to lectures and read literature. During the exercises, they analyze examples from practice independently and in teams and draw conclusions about the application of certain measures on communal order.	At the colloquium or written/oral exam, they know how to write measures and sanctions that the competent administrative and judicial bodies can take as part of the implementation of the communal order. To propose a specific measure or decision as part of administrative supervision, misdemeanor or criminal court proceedings. Prepared and presented practical work (independently using computer programs and sources of judicial and other legal practice)	15h
		Communal contributions	1-9	They listen to lectures and read literature. During the exercises, they analyze examples from practice independently	In the preliminary exam or written/oral exam, they are able to define and analyze the system of regulating utility contributions, and propose	12h

				and in teams and draw conclusions about the determination and collection of communal contributions	measures for a better determination and collection of utility contributions. A practical work prepared and presented (by independent use of computer programs and sources of court and other legal practice)	
		Competences of counties in performing communal activities	1-10	They listen to the lecture and prepare individually for the exam. During the exercises, they analyze examples from practice independently and in teams and draw conclusions about the jurisdiction of the counties in the performance of communal activities.	At the colloquium or written/oral exam, they are able to define and explain the competences of the counties in the performance of communal activities. Prepared and presented practical work (independently using computer programs and sources of judicial and other legal practice).	22h

3. EVALUATION OF STUDENTS` WORK

3.1. Students` obligations	<p>In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; more than 50% - students have the right to take the final exam. <p>Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam).</p>					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course))	Attendance	2	Written exam		Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium		Seminar paper	0,5	Other	
	Class activity	0,5	Oral exam	2 (without colloquia)	Other	
3.3. . Student workload	<p>Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:</p> <p>Attending classes and exercises 60 hours</p> <p>Preparing colloquia or exams through individual work 90 hours</p>					

4. GRADING

4.1. Grading seminar papers	The evaluation element	Unsatisfactory	Satisfactory	Above average
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	Organization	The paper is not organized in a logical order and lacks structure.	The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion.	The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion, which are logically interconnected.		
	Terminology, writing style	Words and expressions low in line with official terminology. The writing style is not appropriate, the sentences are too long, of a modest vocabulary and with frequent and repeated grammatical errors.	Words and expressions are in line with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors.	Words and expressions are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.		
	Citing and referencing references	The sources are not listed at all. The references do not fit the topic and show a cursory approach to exploring the topic.	The sources are listed but incomplete and with errors. The references are relevant to the topic and show a satisfactory research attitude.	The sources are accurately, completely and consistently listed. The references are appropriate, their list is "rich" and comprehensive and shows a detailed research approach.		
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average	
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.	
4.3. Final grade according to evaluation elements	Active course attendance	70-75% of attendance	76-86% of attendance	87-100% of attendance		
		3 points	5 points	10 points		
	Colloquia/ Written exam	2	3	4	5	
		50-64,9%	65-79,9%	80-89,9%	90-100%	
		27 points	33 points	39 points	45 points	
Oral exam	2	3	5	5		
	27 points	33 points	39 points	45 points		

4.4. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade	
		90 – 100%	5 (excellent)	A	
		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (good)	C	
		60 – 64,9%	2 (satisfactory)	D	
		50 – 59,9%	2 (satisfactory)	E	
5. ADDITIONAL COURSE INFORMATION					
5.1. Compulsory literature (available in the library and via other media)	Title			Number of copies in the library	Availability via other media
	Antić, T., Komunalno upravno pravo, Zagreb, 2008. Kemeter, D., Komunalne djelatnosti, Zagreb, 2009. The Law on Municipal Economy				
5.2. Additional literature (at the moment of changes and/or amended of study programme)	Primjena Zakona o komunalnom gospodarstvu u jedinicama lokalne samouprave, Udruga gradova RH, Zagreb (https://www.udruga-gradova.hr/wordpress/wp-content/uploads/2019/01/Brosura-ZKG-i-odluke.pdf) Sarvan, D., Vuk, J., Zakon o komunalnom gospodarstvu s komentarom, RRIF-plus, Zagreb, 2019.				
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.				
5.4. Informing about the course and contacting the teacher	It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations teachers can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).				

1. GENERAL INFORMATION ABOUT THE SUBJECT			
1.1. Name of the course	Public sector economics	1.8. ISVU course code	
1.2. Lecturer	Dijana Mečev, PhD, college professor	1.9. MOZVAG course code	
1.3. Assistants and/or associates	-	1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	(45+0+15+0)
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate Professional Study Administrative Law	1.11. Level of e- learning application (1st, 2nd, 3rd level), percentage of on line course performance (max. 20%)	1 st level – materials available on-line, 0%
1.5. Course status (obligatory, optional)	Optional	1.12. Number of course revisions	1
1.6. Study year	3rd	1.13. Modernization	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no
1.7. Credit score (ECTS)	5	1.14. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	The goal of the subject is to familiarize students with the role of the state in the functioning of the economic system, and to explain the characteristics and specifics of the public sector as a framework for social and economic activity and the development of society as a whole. The content of the course is focused on the theoretical aspects of the public sector economy, as well as on a number of topics related to the everyday application of the aforementioned theory.		
2.2. Terms of course entry and required competences	Four-year secondary education completed; qualification level 4.2 according to the CROQF.		
	LO6: Evaluate the effects of the actions of public administration bodies and organizations and other government entities at different levels on the lives of citizens.		

2.3. Learning outcomes on the study programme level	LO8: Use and develop complex written and oral communication in Croatian and English.					
	LO10: Organize and implement work in a team, and critically evaluate the opinions and attitudes of team stakeholders.					
2.4. Expected learning outcomes on the course level	Learning outcomes towards Bloom's taxonomy: (up to two verbs per LO)					LO Level: 7. Recapture, 8. Understanding, 9. Application, 10. Analysis, 11. Evaluation, Synthesis
	Explain the reasons for state intervention in the economy as well as the shortcomings of this intervention. Classify and analyze the effects of government intervention in the market on efficiency and distribution. Recognize and investigate situations that can lead to scheduling of the market as well as those that lead to the scheduling of government intervention in the market. Analyze and differentiate the tasks and functions of the public sector and its impact on socio-economic development. Critically evaluate different levels and segments of management in the public sector.					2 4, 5 1, 3 2, 4 6
2.5. Course content according to detailed curriculum schedule	Constructive alignment					
	no.	Thematic ensemble / Lecture Topic	Course LO	Content / Teaching Method	Evaluation	Time needed
		Introduction to the course and a detailed performance plan	-	Listen to the lecture. By independent work on the computer students get acquainted with course content and documents on the e-learning course page.	-	1 hour
		Introduction to Public Sector economy.	4,5	Listen to the lecture and read the literature.	In a colloquium or written and oral exam student can define and describe the basic concepts of public sector economy.	9 hours
		The role of the state in a market economy.	1,2,3	Listen to the lecture and read the literature. Discuss issues. At the seminar students individually or in pairs solve case studies thus presenting the appropriateness of previously acquired knowledge and presenting adopted knowledge and ideas, discuss issues.	In a colloquium or written and oral exam student can identify and explain the functions of the state. Student is able to think critically about the differences between "good society" and public choice theory, can explain the reasons for state intervention in the economy as well as the disadvantages of that intervention.	10 hours
		Public sector	4, 5	Listen to the lecture and read the literature. Discuss issues. At the seminar students individually or in pairs solve case studies thus presenting the appropriateness of previously acquired knowledge and presenting adopted knowledge and ideas, discuss issues.	At the colloquium or written and oral exam, student is able to define the public sector, explains what makes up the state and how the role of the state differs from that of the private sector. By analyzing official statistics, critically assesses the size of the public sector in the Republic of Croatia.	10 hours

		Market efficiency	1, 2	Listen to the lecture and read the literature. Discuss issues. At the seminar students individually or in pairs solve case studies thus presenting the appropriateness of previously acquired knowledge and presenting adopted knowledge and ideas, discuss issues	At the colloquium or written and oral exam, student can explain what welfare economics is. Using a specific example, analyzes why the economy does not achieve exchange efficiency. States procedures and policies that can disrupt the efficiency of the exchange.	10 hours
		Market imperfection	1, 2, 3	Listen to the lecture and read the literature. Discuss issues. At the seminar students individually or in pairs solve case studies thus presenting the appropriateness of previously acquired knowledge and presenting adopted knowledge and ideas, discuss issues	At the colloquium or written and oral exam, student can state the basic reasons why the markets do not achieve efficient results. Explains the role of the state in creating the conditions for the functioning of the market.	10 hours
		Efficiency and equity	1, 2	Listen to the lecture and read the literature. Discuss issues. At the seminar students individually or in pairs solve case studies thus presenting the appropriateness of previously acquired knowledge and presenting adopted knowledge and ideas, discuss issues	At the colloquium or written and oral exam, student can interpret indicators of poverty and inequality. Knows how to measure efficiency. Knows how to explain the function of social welfare and argues the usefulness of this concept.	10 hours
		Public goods and private goods provided by the public sector.	1, 4	Listen to the lecture and read the literature. Discuss issues. At the seminar students individually or in pairs solve case studies thus presenting the appropriateness of previously acquired knowledge and presenting adopted knowledge and ideas, discuss issues.	In a colloquium or written and oral exam student can define public, mixed and private goods. Student is able to think critically about the reasons for the inefficiency of the market mechanism in the supply of public goods.	10 hours
		Public choice	4, 5	Listen to the lecture and read the literature. Discuss issues. At the seminar students individually or in pairs solve case studies thus presenting the appropriateness of previously acquired knowledge and presenting adopted knowledge and ideas, discuss issues.	At the colloquium or written and oral exam, student can define a public choice. Student explains what collective decisions are in democratic societies and how they are implemented. Student can judge how politics affects the outcomes of public decision-making related to resource allocation.	10 hours
		Natural monopoly and privatization	1, 2, 5	Listen to the lecture and read the literature. Discuss issues. At the seminar students individually or in pairs solve case studies thus presenting the appropriateness of previously acquired knowledge and presenting adopted knowledge and ideas, discuss issues.	At the colloquium or written and oral exam, explains the role of the state in production. Using a specific example, explains why it is a natural monopoly. States the reasons why production in the public sector is often less efficient than in the private sector.	10 hours

		Externalities and environment	3, 5	Listen to the lecture and read the literature. Discuss issues. At the seminar students individually or in pairs solve case studies thus presenting the appropriateness of previously acquired knowledge and presenting adopted knowledge and ideas, discuss issues.	At the colloquium or written and oral exam, knows how to define externalities. Explains how private markets respond to externalities, and critically assesses the limitations of these private measures. Knows how to explain and on the concrete example analyzes the mechanisms of the public sector in solving the issue of externalities.	10 hours
		Public revenues and public expenditures.	4, 5	Listen to the lecture and read the literature. Discuss issues. At the seminar students individually or in pairs solve case studies thus presenting the appropriateness of previously acquired knowledge and presenting adopted knowledge and ideas, discuss issues.	In a colloquium or written and oral exam student identifies and explains the various forms of public revenue and public expenditure. Analyzes public revenues from the aspect of fiscal burden and according to the level of financial autonomy and financial sovereignty. Analyzes public expenditures by object, time and spending entity; distinguishes public revenues from public expenditures in the state budget.	10 hours
		Public debt	4, 5	Listen to the lecture and read the literature. Discuss issues. At the seminar students individually or in pairs solve case studies thus presenting the appropriateness of previously acquired knowledge and presenting adopted knowledge and ideas, discuss issues.	In a colloquium or written and oral exam student defines public debt; critically evaluates the existing level and structure of public debt, as well as recognizes the possibilities and limitations of refinancing overdue obligations. Distinguishes the theoretical approaches of public debt from the alternative approach of financing through tax increases.	10 hours
		Pension insurance and social welfare. Health insurance.	1, 2, 3, 4	Listen to the lecture and read the literature. Use multimedia and network. Discuss issues. At the seminar students individually or in pairs solve case studies thus presenting the appropriateness of previously acquired knowledge and presenting adopted knowledge and ideas, discuss issues.	In a colloquium or written and oral exam student can explain the role of pension insurance and social welfare. Thinks critically about the sustainability of the system of intergenerational solidarity; knows how to describe and define basic economic terms in health care, explains the way of financing health care in the Republic of Croatia and in the world; knows how to explain the role of different stakeholders in the healthcare system; knows how to distinguish the advantages and disadvantages of the centralized and polycentric planning model for health.	10 hours
		Education as a public good.	1, 2, 3, 4	Listen to the lecture and read the literature. Use multimedia and network. Discuss issues. At the seminar students individually or in pairs solve case studies thus presenting the appropriateness of previously acquired knowledge and presenting adopted knowledge and ideas, discuss issues.	In a colloquium or written and oral exam student can define and describe the concepts of education economics; can explain the relationships between education policies, education reform and economic growth; analyzes the impact of the cost of investing in education on the social benefit of education.	10 hours

		Cost benefit analysis.	5	Listen to the lecture and read the literature. Discuss issues. At the seminar student individually or in pairs solve case studies thus presenting the appropriateness of previously acquired knowledge and presenting adopted knowledge and ideas. discuss issues.	In a colloquium or written and oral exam student describes the purpose and objectives of conducting a cost-benefit analysis; knows how to value different models of cost-benefit analysis.	10 hours

3. EVALUATION OF STUDENT WORK

3.1. Students` obligations	<p>In accordance with the Book of Rules and the Rulebook on Student Assessment and Evaluation: for all regular students attend at least 70% attendance. Part-time students have the obligation to attend at least 50% of lectures. All students must create, present and positively colloquium seminar paper.</p> <p>Students can pass the final exam in two ways: a) during the course through continuous student attendance (active participation in the lessons, solving case studies, making and presenting the seminar paper and passing two colloquia); b) during the course (active participation in the lessons, solving case studies, creating and presenting the seminar paper) and passing the exam (written and oral exam).</p>					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance		Written exam	3 (by submitting both colloquiums the student is relieved of an written examination)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	4 (by submitting both colloquiums the student is relieved of a written and oral examination)	Seminar paper	0,5		
	Class activities	0,5	Oral exam	1 (by submitting both colloquiums the student is relieved of an oral examination)		
3.3. Student workload	The student's workload on all bases amounts to 1 ECTS point for 30 hours of work per semester and is estimated as:					
	<i>Commitment</i>			<i>Hours (estimate)</i>		
	Attending classes			60		
	Creating and Presenting seminar paper			15		
	Preparation for the Colloquium / exam through self-study			75		

4. GRADING

	Student can pass the final exam in two ways: a) during the course through continuous attendance (active participation in the lessons, solving case studies, making and presenting the seminar paper and passing two colloquia); b) during the course (active participation in the lessons, solving case studies, creating and presenting the seminar paper) and passing the exam (written and oral exam).		
5. ADDITIONAL INFORMATION ABOUT THE COURSE			
	Title	Number of copies in the library	Availability via other media
5.1. Compulsory literature (available in the library and through other media)	Šimović, H. I Deskar- Škrbić, M. (2020). Ekonomika javnog sektora s hrvatskim primjerima. Arhivanalitika, Zagreb. Mečev, D. i Žaja, J. (2018). „Financiranje središnje države i lokalnih vlasti“. Veleučilište u Šibeniku, Šibenik.		Available On-line
5.2. Additional literature (at the moment of changes and/or amended of study programme)	Sliglitz, J.E. (2004). „Ekonomija javnog sektora“. Ekonomski fakultet u Beogradu, Beograd. Šimurina, N. i sur. (2012). „Javne financije u Hrvatskoj“. Ekonomski fakultet u Zagrebu, Zagreb.	2 5	
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.		
5.4. Information on the course and contact with the teacher	It is obligatory for every student to regularly inform about the course, teaching and teaching activities. All information about teaching or any delay in teaching will be published on the e-learning pages of the course and on the web pages of the Polytechnic. Students can contact the teachers during the consultation term (at least one hour per week), while brief questions and explanations can be addressed during classes. It is possible to ask questions by e-mail (from the official e-mail address from the domain @ vus.hr) that will be answered in a short time (no later than five working days from the receipt of e-mail).		

GENERAL COURSE INFORMATION			
1.1. Course title	Judicial administration	1.8. Course code in ISVU	
1.2. Course lecturer	mag. iur. Marko Spahija, lec.	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates	No	1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	45+15+0+0
1.4. Study programme (specialist, undergraduate, graduate)	undergraduate	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	
1.5. Course status (obligatory, optional)	optional	1.12. Number of course revisions	0
1.6. Year of study	III	1.33. Modernization	X da <input type="checkbox"/> ne
1.7. Credit score (ECTS)	6	1.14. Percentage estimate of course changes and/or supplements	Less than 20% X <input type="checkbox"/> More than 20 % <input type="checkbox"/>

2. COURSE DESCRIPTION	
2.1. Course objectives	The aim of the course is to familiarize students with the organization of judicial authorities in the Republic of Croatia, as well as the organization of public notaries and lawyers, as well as with the work of judicial, court and state attorney administration, all with the aim of better coping in performing tasks within the public and private sector.

2.2. Terms of course entry and required competences	Terms of entry for the third year of study		
2.3. . Learning outcomes on the study programme level	1. Connect the basic concepts of different branches of law and generalize the issues of work in the judiciary. 2. Evaluate the effects of the actions of judicial authorities and other government entities at different levels in the lives of citizens. 3. Independently and responsibly search, interpret and apply relevant literature and legal rules for the drafting and adoption of regulations and acts in the administrative and other legal proceedings, administrative case litigation and actions of state authorities, i.e public sector institutions. 4. Compile documents and submissions independently and undertake basic procedural actions in administrative and other legal proceedings and in administrative case litigation. 5. To foresee the future development of the national constitutional arrangement and administrative system at different levels.		
2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)		Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis
	Know and categorize the structure and organization of work of judicial authorities		2, 6
	Recognize and distinguish between the tasks of judicial administration, court administration and state attorney's office administration		3, 4
	Interpret and know the legal framework of the organization of the work of notaries and lawyers		1, 2
	Analyze and apply the legal framework of the judiciary in the Republic of Croatia		4, 3
	Analyze the legislative framework of human resources management in judicial bodies; Differentiate between the legislative framework of the work of judicial officials and civil servants		4, 5
	Know and use the key elements of information systems and electronic registers in the judiciary		2, 3

2.5. Course content according to detailed curriculum schedule	Constructive allignement					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
		<ul style="list-style-type: none"> - Introduction to the course and detailed lesson plan - Introduction to judicial administration and organization of the judiciary, separation of powers into three different branches 	1, 2, 3, 4, 5	<ul style="list-style-type: none"> - They are listening to a lecture. At the seminars, they familiarize with the course content and documents through independent work. 	At the preliminary exam or written/oral exam, they define the basic terms of the organization of the judiciary, they know the division of power in the Republic of Croatia.	4 + 10 hours

				- They listen to a lectures, browse databases and read literature.		
		Structure and jurisdiction of work of the courts	1, 2, 4, 5,	They listen to a lectures and read literature. During the exercises, they analyze examples from practice, learn about the organization of the judiciary and the jurisdiction of the courts.	At the preliminary exam or written/oral exam, they can distinguish which courts exercise judicial power, the structure and jurisdiction of the courts. They know how to distinguish between ordinary and specialized courts.	18 hours
		Election of judges, State Judicial Council, election of court presidents, costs of court proceedings, and responsibility of judges	1, 2, 4, 5	They listen to a lectures and read literature. During the exercises, they analyze examples from practice, become familiar with the process of appointing and dismissing judges, and independently draw conclusions regarding the costs of court proceedings.	At the preliminary exam or written/oral exam, they know the procedure for appointing and dismissing judges and presidents of courts, as well as disciplinary procedures against judges, they know the jurisdiction of the state judicial council, and they know how to state the costs of court proceedings.	18 hours
		Court administration jobs, protection of the right to a trial within a reasonable time, civil servants employed in the courts	1, 2, 4, 5	They listen to a lectures and read literature. During the exercises, they analyze examples from practice, and draw up an act requesting the protection of the right to a trial within a reasonable time.	At the preliminary exam or written/oral exam, they can list the duties of court administration and who performs them, they can explain the procedure for protecting the right to a trial within a reasonable time, and they know the conditions for the selection of civil servants employed in the courts, as well as the jurisdiction of their duties.	18 hours
		Structure of the State Attorney's Office of the Republic of Croatia	1, 2, 4, 5	They listen to a lectures and read literature. They become familiar with the organization of the state attorney's office	At the preliminary exam or written/oral exam, they can recognize the structure of the State Attorney's Office.	18 hours
		Jurisdiction of the state attorney's office, election of state attorneys, State attorney's office Council	1, 2, 4, 5	They listen to a lectures and read literature. During the exercises, they analyze examples from practice, learn about the procedure for	At the preliminary exam or written/oral exam, they know the procedure for appointing and dismissing the Chief State Attorney, the Deputy County State Attorney, the Municipal State Attorney	16 hours

				appointing and dismissing state attorneys and their deputies.	and their deputies, as well as the disciplinary procedures against the aforementioned, they know the jurisdiction of the State Attorney office Council. They can also state the jurisdiction of the state attorney's office.	
		Jobs of the state attorney's office administration, civil servants employed in the state attorney's office administration	1, 2, 4, 5	They listen to a lectures and read literature. During the exercises, they analyze the chores of the State Attorney's Office administration.	At the preliminary exam or written/oral exam, they are able to list the duties of the state attorney's office administration and who performs them, they know the conditions for the selection of civil servants employed in the state attorney's office, as well as the jurisdiction of their duties.	18 hours
		Registers in the judiciary, court register, land registers, criminal records, judicial practice search, digital transformation of the judiciary	2, 6	They listen to a lectures and read literature. They use multimedia and the web, and research the content of court registers and court practice.	At the preliminary exam or written/oral exam, they know how to list court registers and search in the court register, land registers, and the court practice search portal.	20 hours
		Lawyers profession, concept, organization, jurisdiction and responsibilities, lawyers fees and expenses	1, 3	They listen to lectures and read literature. They analyze the conditions for practicing lawyers profession.	At the preliminary exam or written/oral exam, they know the concept, jurisdiction and responsibility in the lawyers profession, who is allowed to provide legal assistance for a fee in the Republic of Croatia, and they know how to determine attorney's fees.	20 hours
		Notary public, term, duties of a notary public, appointment and dismissal of notaries public, supervision of the work of notaries public, disciplinary measures that can be imposed on notaries public, employees in notaries' public offices	1, 3	They listen to a lectures and read literature. They analyze the conditions for notary public practice.	At the preliminary exam or written/oral exam, they know how to define the term notary public, they know how to list the duties of notaries public, as well as the procedure for appointing and dismissing notaries public. They know how to determine who supervises the work of notaries, and what responsibilities notaries have, as well as who are the employees in notaries' offices.	20 hours

3. EVALUATION OF STUDENTS` WORK						
3.1. Students` obligations	<p>In according to Regulation on studying and the Regulation on assessment and evaluation of student work: for all full-time students, a minimum of 70% class attendance. Part-time students are obliged to attend a minimum of 50% of lectures. All students must create, present and positively evaluate a seminar paper.</p> <p>Students who achieved during the course:</p> <ul style="list-style-type: none"> • From 0 – 24.9% of ECTS points - they are graded F (failed) and cannot acquire ECTS points, and must re-enroll in the course in the following academic year; • From 25 – 49.9% - they are graded FX (insufficient) and must pass a written exam (test). The written exam (test) can be held during the regular or extraordinary exam period; • More than 50% - students have the right to access the final exam of the course. <p>Students can pass the final exam from the course in two ways: a) during classes through continuous monitoring of students (active participation in classes and preparation and presentation of practical work and solving a case study and two preliminary exam); b) during classes (active participation in classes and preparation and presentation of practical work and solution of case studies) and by taking an exam (written exam).</p>					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course))	Attendance	1	Written exam	2	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Premilay exam		Seminar paper	1	Other	
	Class activity		Oral exam	2	Other	
3.3. . Student workload	<p>Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:</p> <ul style="list-style-type: none"> - Attendance – 75 hours - Preparation of practical work and presentation – 30 hours - Preparation for the preliminary exam/exam through self-study – 75 hours 					

4. FORMIRANJE OCJENE						
4.1. Grading seminar papers	-					
	Element vrednovanja	Loše	Zadovoljavajuće		Iznad prosječno	
	Organization	The paper is not organized in a logical order and lacks structure.	The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion.		The paper is well structured with a clear distinction between the introduction, the main part of the text and the conclusion, which are excellently logically connected to each other.	
	Terminology, writing style	Words and expressions not aligned with official terminology. The writing style is not appropriate, the sentences are too long, the vocabulary is modest and with frequent and repeated grammatical errors.	Words and expressions are aligned with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors.		Words and expressions are aligned with official terminology and demonstrate an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.	
	Quotation and citing sources	No sources are given at all. The references do not match the topic and show a superficial approach to researching the topic.	The sources are listed, but incompletely and with errors. References are appropriate for the topic and demonstrate a satisfactory research attitude.		Sources are accurately, completely and consistently cited. The references are adequate, their list is "rich" and comprehensive and shows a detailed research approach.	
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average	
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.	
4.3. Final grade according to evaluation elements	Active course attendance	70-75% of attendance		76-86% of attendance	87-100% of attendance	Case study solution
		2 points		4 points	7 points	3 points
	Seminar paper	2		3	4	5

		5 points		7 points		8 points		10 points	
	Colloquia/ Written exam	2		3		4		5	
		50-64,9%		65-79,9%		80-89,9%		90-100%	
		25 points		30 points		35 points		40 points	
	Oral exam	2		3		4		5	
		25 points		30 points		35 points		40 points	
4.4. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)		Numerical grade		ECTS grade			
		90 – 100%		5 (excellent)		A			
		80 – 89,9%		4 (very good)		B			
		65 – 79,9%		3 (good)		C			
		60 – 64,9%		2 (satisfactory)		D			
		50 – 59,9%		2 (satisfactory)		E			
5. ADDITIONAL COURSE INFORMATION									
5.1. Compulsory literature (available in the library and via other media)	Title					Number of copies in the library		Availability via other media	
	Grubišin Cvitan M., Uvod u organizaciju pravosuđa i pravosudnu upravu, Veleučilište Nikola Tesla u Gospiću, 2022. (izabrana poglavlja)					10		+	
	Zakon o sudovima Zakon o Državnom sudbenom vijeću Zakon o državnom odvjetništvu Zakon o Državnoodvjetničkom vijeću Zakon o odvjetništvu Zakon o javnom bilježništvu Zakon o državnim službenicima							On line	
5.2. Additional literature (at the moment of changes and/or amended of study programme)	Zakon o ustrojstvu i djelokrugu ministarstva i drugih središnjih tijela državne uprave Zakon o vježbenicima u pravosudnim tijelima i pravosudnom ispitu Ustav Republike Hrvatske							On line	

5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students' progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.
5.4. Informing about the course and contacting the teacher	It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).

GENERAL COURSE INFORMATION			
1.1. Course title	Law of international organizations	1.8. Course code in ISVU	(142644) (U21) (202255) (U21-I)
1.2. Course lecturer	Ljubo Runjić, PhD, <i>Professor of Applied Studies</i>	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates	Mario Dominik Burić, mag. iur., assistant	1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	(45+15+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate Study Administrative Law	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Optional	1.12. Number of course revisions	5
1.6. Year of study	3 rd	1.34. Modernization	<input checked="" type="checkbox"/> da <input type="checkbox"/> ne
1.7. Credit score (ECTS)	5	1.14. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>

2. COURSE DESCRIPTION	
2.1. Course objectives	The aim of the course is to enable students to acquire general and specific knowledge of international organizations - their structure, activities and powers, and to introduce students to the most important international organizations and their position and role in the international legal order.

2.2. Terms of course entry and required competences	General conditions required for enrollment in V. semester. Knowledge of fundamental concepts in the field of international public law.		
2.3. . Learning outcomes on the study programme level	<p>LO1: Link the basic concepts of different branches of law and generalize the issues of work in public administration</p> <p>LO2: To analyze the interferences of international, European and national law</p> <p>LO3: To analyze and critically evaluate the structure and functioning of the state government in the Republic of Croatia and the structure, bodies and mode of functioning of the European Union, and to evaluate trends in the modern development of public administration.</p> <p>LO4: To analyze the impact of social processes on the constitutional order and administrative systems, in particular the processes of globalization, euro-integration, transition, urbanization, regionalization and decentralization.</p> <p>LO8: To use and develop complex written and oral communication in Croatian and English.</p> <p>LO10: To organize and conduct teamwork, and critically evaluate the opinions and attitudes of team stakeholders</p>		
2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)		Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis
	To analyze the constituent elements of international organizations.		4
	To identify sources of law of international organizations.		4
	To distinguish different types of international organizations.		4
	To examine the legal obligation of individual acts of international organizations for its member states.		4
	To evaluate the role of international organizations in the creation of international law.		5
	To evaluate the role of international organizations in regulating existing relations in the international community of recognized entities.		5
	To anticipate the development of international organizations' rights, taking into account existing relations in the international community.		5

2.5. Course content according to detailed curriculum schedule	Constructive allignement					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time

		Introduction to the course and a detailed teaching plan	-	Listen to a lecture. At the seminar, students are introduced to the course content and documents on the e-learning page of the course by working independently on a computer.	-	3h
		The concept of law of international organizations	2, 3	Listen to a lecture and read literature.	At the colloquium or the written / oral exam students can define basic terms of the law of international organizations.	5h
		The concept of international organizations	1, 3	Listen to a lecture and read literature.	At the colloquium or written / oral exam students can define an international organization, distinguish its constituent elements and explain them individually.	12h
		Historical development of international organizations	5, 6, 7	Listen to a lecture and read literature. At the exercises students independently and in a team, give an overview of the historical development of international organizations.	At the colloquium or the written / oral exam students can show the historical development of international organizations in general, and individually the development of the largest universal international organization - the United Nations.	12h
		Establishment of international organizations	1, 2	Listen to lectures and read literature. At the exercises, students analyze examples of the establishment of individual international organizations.	At the colloquium or written / oral exam, students can explain the different ways of establishing international organizations.	12h
		Legal personality of international organizations	1, 2	Listen to a lecture and read literature. At the exercises students independently and in a team, study relevant case law - the Bernadotte case before the ICJ	At the colloquium or the written / oral examination students are able to identify the elements of legal personality, explain the ways of their acquisition in the internal legal orders as well as in the international legal order, and at the same time enumerate the consequences of acquiring a legal personality.	16h
		Membership of international organizations	1, 3	Listen to a lecture and read literature. At the exercises students independently and in	At the colloquium or written / oral examination students can identify members of international organizations,	12h

				a team, analyze the structure of membership of international organizations.	distinguish between different categories of membership and enumerate membership rights and obligations.	
		Organs of international organizations	1, 5	Listen to a lecture and read literature. At the exercises students, , independently and in a team, simulate the decision-making process in international organizations.	At the colloquium or the written / oral examination students can explain the organizational structure of international organizations, enumerate particular types of organs and state their composition and powers.	16h
		Decision-making in international organizations	4, 5, 6	Listen to lectures and read literature. During the exercises, students simulate the decision-making process in international organizations independently and in teams.	At the colloquium or written/oral exam students can explain the decision-making process in international organizations.	10h
		Acts of international organizations	4, 5, 6, 7	Listen to a lecture and read literature. At the exercises students independently and in a team, present different types of acts of international organizations.	At the colloquium or the written / oral examination students can classify the acts of international organizations and explain their impact in the internal legal systems of the member states.	10h
		Internal law of international organizations and labor relations	2, 7	Listen to lectures and read literature. At the exercises students analyze individual sources of law of international organizations independently and in teams and apply them to solving specific labor relations.	At the colloquium or written/oral exam students can identify the sources of internal law of international organizations and apply them to concrete cases in practice.	10h
		Privileges and immunities	6, 7	Listen to a lecture and read literature. At the exercises students independently and in a team, analyze Convention on the Privileges and Immunities of the United Nations and Convention on the Privileges and Immunities of the	At the colloquium or written / oral exam students know list and examples to explain certain privileges and immunities of international organizations.	15h

				Specialized Institutions of the United Nations.		
		International legal responsibility of international organizations	6, 7	Listen to a lecture and read literature. At the exercises students independently and in a team, present examples of case law in which the question of international legal responsibility of international organizations was raised.	At the colloquium or the written / oral exam students can explain the key institutes of international legal responsibility of international organizations.	15h
		Financing of international organizations	1, 2	Listen to a lecture and read literature. At the exercises students independently and in a team, discuss ways of financing international organizations.	At the colloquium or the written / oral exam students are able to enumerate ways of financing international organizations.	15h
		Termination of an international organization and succession of international organizations	1, 2	Listen to a lecture and read literature. At the exercises students independently and in a team, study examples of succession of international organization.	At the colloquium or written / oral examination students can list the reasons for termination of an international organization and explain the concept of succession of international organizations.	15h

3. EVALUATION OF STUDENTS` WORK

3.1. Students` obligations	<p>In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; more than 50% - students have the right to take the final exam. <p>Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam).</p>					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points	Attendance		Written exam	2 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	

corresponds to the credit score of the course))	Colloquium	4,5 (without written exam)	Seminar paper		Other	
	Class activity		Oral exam	2,5 (without colloquia)	Other	
3.3. . Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as: Attending classes and exercises 60 hours Preparing colloquia or exams through individual work 90 hours					
4. GRADING						
4.1. Grading seminar papers	The evaluation element	Unsatisfactory	Satisfactory	Above average		
	Organization	The paper is not organized in a logical order and lacks structure.	The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion.	The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion, which are logically interconnected.		
	Terminology, writing style	Words and expressions low in line with official terminology. The writing style is not appropriate, the sentences are too long, of a modest vocabulary and with frequent and repeated grammatical errors.	Words and expressions are in line with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors.	Words and expressions are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.		
	Citing and referencing references	The sources are not listed at all. The references do not fit the topic and show a cursory approach to exploring the topic.	The sources are listed but incomplete and with errors. The references are relevant to the topic and show a satisfactory research attitude.	The sources are accurately, completely and consistently listed. The references are appropriate, their list is "rich" and comprehensive and shows a detailed research approach.		
4.2. Grading colloquia/ written and oral exam	Unsatisfactory	Satisfactory		Above average		
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.	Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.		

4.3. Final grade according to evaluation elements	Active course attendance	70-75% of attendance		76-86% of attendance		87-100% of attendance			
		3 points		5 points		10 points			
	Colloquia/ Written exam	2		3		4		5	
		50-64,9%		65-79,9%		80-89,9%		90-100%	
		27 points		33 points		39 points		45 points	
	Oral exam	2		3		5		5	
	27 points		33 points		39 points		45 points		
4.4. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)		Numerical grade		ECTS grade			
		90 – 100%		5 (excellent)		A			
		80 – 89,9%		4 (very good)		B			
		65 – 79,9%		3 (good)		C			
		60 – 64,9%		2 (satisfactory)		D			
		50 – 59,9%		2 (satisfactory)		E			
5. ADDITIONAL COURSE INFORMATION									
5.1. Compulsory literature (available in the library and via other media)	Title					Number of copies in the library		Availability via other media	
	Runjić, Lj., Pravo međunarodnih organizacija, Rijeka, Libertin, 2019.					5			
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. Andrassy, J., Bakotić, B., Seršić, M., Vukas, B., Međunarodno pravo 1, Zagreb, Školska knjiga, 2010.					5			
	2. Andrassy, J., Bakotić, B., Lapaš, D., Seršić, M., Vukas, B., Međunarodno pravo 2, Zagreb, Školska knjiga, 2012.					5			
	3. Degan, V. Đ., Međunarodno pravo, Zagreb, Školska knjiga, 2011.					5			
	4. Klabbers, J., An Introduction to International Institutional Law, Cambridge, Cambridge Univerisity Press, 2009					2			
						5			

	<p>5. Lapaš, D., Pravo međunarodnih organizacija, Zagreb, Narodne novine, 2008.</p> <p>6. Runjić, Lj., Međunarodnopravni subjektivitet međunarodnih organizama u suvremenom međunarodnom pravu, Šibenik, Veleučilište u Šibeniku, 2016.</p>	5	
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students' progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.</p> <p>Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.</p>		
5.4. Informing about the course and contacting the teacher	<p>It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations teachers can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).</p>		

1. GENERAL INFORMATION			
1.1. Course lecturer	associate professor Ph.D. Dragan Zlatović, prof. professional studies	1.7. Credit score (ECTS)	6
1.2. Course title	Management of companies	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	45L + 15 PE
1.3. Assistants and/or associates		1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	
1.4. Study programme (specialist, undergraduate, graduate)	undergraduate	1.10. Number of course revisions	4
1.5. Course status (obligatory, optional)	optional	1.11. Modernization	+
1.6. Year of study	III	1.12. Percentage estimate of course changes and/or supplements	Less than 20% x More than 20 % □
2. COURSE DESCRIPTION			
2.1. Course objectives	General and specific knowledge of the system of commercial law in the Republic of Croatia, including general and specific knowledge that enables the understanding and identification of companies, analysis and synthesis of information on companies, developed ability to acquire acquired knowledge in solving various practical problems related to companies, their organization , management and business.		
2.2. Terms of course entry and required competences	Conditions for enrollment of the third year of study.		
2.3. Learning outcomes on the study programme level	<p>To link the basic concepts of different branches of the law and to generalize issues of work in public administration</p> <p>To analyze the interference of international, European and national law</p> <p>To evaluate how the effects of the activities of bodies and organizations of public administration and other authorities at different levels interfere with the lives of the citizens</p> <p>To use and to develop the complex written and oral communication in Croatian and English language</p> <p>To organize and to implement a team work and to critically evaluate the opinions and attitudes of team members</p> <p>To explore, interpret and apply the relevant literature as well as the proper legal rules for drafting and issuing regulations and acts in administrative and other legal proceedings, administrative disputes and different actions of bodies of the state authority like administrative bodies and organizations, utility companies and other public institutions</p> <p>To draft acts and submission and to undertake basic procedural actions in the administrative and other legal proceedings and disputes</p>		

2.4. Expected learning outcomes on the course level	<ol style="list-style-type: none"> 1. Analyze the rights of companies and commercial law, their relationship with each other and the relationship with other branches of law. 2. Categorize types of companies or trade agreements in Croatian law and explain common features, similarities and differences between individual types of companies in the Republic of Croatia and the EU and the practical reasons for the existence of companies as well as the rights and obligations of the contracting parties in trade agreements. 3. Interpret the applicable law, ascertain which of the legal solutions offered is best suited to the establishment, organization and management of an individual society, to choose optimal contractual solutions to commercial law and to demonstrate the manner of establishment, organization and operation of particular types of companies; 4. Carry out the procedures of establishing legally relevant facts and decision-making on issues in the area of company law and commercial contract law and apply the relevant facts to relevant law 5. Use different databases on legal sources, jurisprudence and relevant legal literature when preparing a decision on various legal issues related to corporate governance and contractual law. 6. Compile drafts of simpler contracts and other founding and general acts of companies and explain these acts, as well as individual trade agreements and plan the internal organization of a particular trading company. 7. Recommend suggestions of optimal forms of companies and contractual relations for a particular situation 		
2.5. Course content according to detailed curriculum schedule	<ol style="list-style-type: none"> 1. COMMERCIAL LAW AND THE LAW OF ASSOCIATION - commercial law, company law, legal power, corporate governance; 2. GENERAL CHARACTERISTICS OF TRADING UNDERTAKINGS - a trader, an individual trader, a trade company, a subcontractor, a subsidiary, a business, a company, a head office, an entry into the court register, conditions for starting a business; 3. MANAGEMENT AND REPRESENTATION OF COMPANIES - management bases, management entities, management forms, decision-making in a company, representation of companies; 4. PERSONAL COMPANIES - societies, persons, parenting, public companies 5. PERSONAL COMPANIES - a command society, a secret society, an economic interest association; 6. LIMITED LIABILITY COMPANY- concept, establishment, legal relations between members, bodies, simply a limited liability company; 7. PUBLIC LIMITED COMPANY (<i>company limited by shares</i>)- concept, share capital, shares, establishment; 8. PUBLIC LIMITED COMPANY - monistic and dualistic models of corporate government, termination of joint stock companies; 9. SPECIAL CAPITAL COMPANIES - Mutual Insurance Company, Credit Union, Credit Institution, Leasing Company, Factoring Company; 10. EUROPEAN LAW OF COMPANIES – legal source, European society (SE), European Economic Interest Grouping , European Cooperative Society (SCE) 11. RELATED COMPANIES - the term and types of affiliated companies (depending on the ruling, the corporation and the group of companies, the companies with mutual interests, the companies linked to entrepreneurial contracts; 12. STATUS CHANGES AND TERMINATION OF COMPANIES - status changes, transformation, bankruptcy, ways of termination of companies; 13. PARTICIPATION OF WORKERS IN MANAGEMENT OF COMPANIES - Workers 'Council, Workers' Assembly, European Works Council, Employee Representative; 14. INTELLECTUAL CAPITAL MANAGEMENT IN COMPANY - intellectual capital, intellectual property (patent, trademark, design, designation of origin, copyright), trade secret; 15. SPECIAL SOCIETIES IN CROATIAN LAW - Cooperatives, European Cooperatives, Associations, Institutions 		
2.6. Teaching methods	x lectures	<input type="checkbox"/> independent tasks	2.7. Comments:

	<input type="checkbox"/> seminars and workshops x practical exercises <input type="checkbox"/> distance education <input type="checkbox"/> mixed e-learning x field teaching	<input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory x mentoring <input type="checkbox"/> other				
2.8. Students` obligations	Lectures are performed using a combined method - ex cathedra / case. Theoretical curriculum is presented using computer presentations and handouts, while the practical content segment is presented through an analysis of typical cases, general acts, decisions and court judgments. Through the exercises students are introduced to the basic forms of founding companies. Students become acquainted with the drafting of founding acts and the procedure of registering a company in a court register. Students are required to attend classes. A regular student who is absent from more than 30% of the tuition fees determined by the study program will be denied the signature or will be unable to attend the exam.					
2.9. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	1,5	Written exam	2,5 (without colloquiums)	Project	
	Experimental work		Research		Practical work	0,5
	Essay		Report		Continuous examination	
	Colloquium	2,5 (without written exam)	Seminar paper	0,5	Other	
	Class activity	0,5	Oral exam	0,5	Other	
2.10. Grading and evaluating students` work during classes and on the exam	All students are required to make a founding act of limited liability company, using compulsory legal literature and legal sources, forms, independence in search of databases and registers, and use of other sources, jurisprudence and comments. In the practical part of the lessons students are obliged to compile an independent founding act of the company and prepare a form for registering the company in the court register. Students are obliged to develop seminar work in the area of law, especially through analysis of regulations or judicial solutions. During the course of the course, students can write two colloquia for the purpose of checking the knowledge of the part of the material to which the colloquy relates. Students who place both colloquia with a minimum grade are eligible to enroll in the assessment obtained on the basis of the results of the colloquium and seminar work without the need for examinations. They are obliged to apply for the exam in the regular exam period. Students who fail to complete the course through a colloquium will have a final exam in which they must achieve a minimum of 50% + 1 point on a written exam.					
2.11. Compulsory literature (available in the library and via other media)	Title				Number of copies in the library	Availability via other media
	ZLATOVIĆ, D., Upravljanje trgovačkim društvima, Libertin naklada, Rijeka, 2014.					

<p>2.12. Additional literature (at the moment of changes and/or amended of study programme)</p>	<p>JURIĆ, D., Pravo društava, Pravni fakultet Sveučilišta u Rijeci, Rijeka, 2020. Zakon o trgovačkim društvima Zakon o sudskom registru Stečajni zakon Zakon o preuzimanju dioničkih društava Zakon o tržištu kapitala Zakon o obveznim odnosima Zakon o uvođenju Europskog društva – Societas Europea (SE) i Europskog gospodarskog interesnog udruženja (EGIU)</p>		
<p>2.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competences</p>	<p>The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students' progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.</p>		

5. GENERAL INFORMATION			
1.1. Course lecturer	Ante Galić, LL.M. Lecturer	1.8. Course code in ISVU	201179 202237
1.2. Course title	NOMOTECHNICS	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates	none	1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	(45+0+15+0)
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate Professional Study Administrative Law	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Elective	1.12. Number of course revisions	4
1.6. Year of study	3 st	1.35. Modernization	Yes
1.7. Credit score (ECTS)	6	1.14. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	The aim of the course is to acquaint students with the basics of drafting legal regulations. In this course they acquire basic knowledge about the ways of passing legal acts, types of legal acts and their hierarchy in state administration bodies, in bodies of local and regional government units, in legal entities with public authority, but also in companies.		
2.2. Terms of course entry and required competences	Conditions for enrollment in the third year of study.		
2.3. Learning outcomes on the study programme level	IU1: Describe nomotechnics as a science of drafting legal regulation IU2: List and describe legal acts in the Croatian and European legal system .		

	IU3: Distinguish between legal regulations issued by state and non-state bodies IU4: Recognize the preconditions for enacting a legal regulation IU5: Understand the hierarchy of legal regulations					
2.4. Expected learning outcomes on the course level	Learning outcomes accroding to the Bloom`s taxonomy: (up to two verbs per LO) Actively participate in the drafting of a specific general and / or individual legal act of a simpler nature Describe the procedural aspects of drafting and enacting legal regulations, especially within the Croatian legal system Critically analyze existing legal procedures at different levels of government Participate in existing consultations with the interested public in the process of adopting legal regulations Apply nomotechnical principles of drafting legal regulations				Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis	
2.5. Course content according to detailed curriculum schedule	Constructive allignement					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Potrebno vrijeme
		Introduction to the course and a detailed syllabus.	1	They are listening to a lecture. In seminar classes, they get acquainted with the content of the course and documents on the e-learning page of the course by working independently on a computer.	Students will be able to define the term nomotechnics.	4 sata
		The concept and the need for the existence of normative activity	1	They listen to lectures and read literature. In the exercises, independently and in a team, they analyze and make acts / Frontal teaching, Independent exercises, Workshop / group work - written	Students will be able to compare and distinguish normative activity from other scientific activities.	4 sata
		The concept of rule and legal rule	1	They listen to lectures and read literature. During the exercises, they analyze and draft acts independently and in a team	Students will be able to define and describe the rules in general and elaborate the legal rules in particular.	4 sata

				/ Frontal classes, Independent exercises, Workshop / group work - written		
		Properties of a legal rule.	2, 4	They listen to lectures and read literature. In the exercises, independently and in a team, they analyze and make acts / Frontal teaching, Independent exercises, Workshop / group work - written	Students will be able to explain the meaning of the legal rule and explain the objectives of the legal rule.	4 sata
		Methods of drafting legal regulations	2	They listen to lectures and read literature. In the exercises, independently and in a team, they analyze and make acts / Frontal teaching, Independent exercises, Workshop / group work - written	Students will be able to define different methods of drafting legal regulations	4 sata
		Regulations and general acts in the Croatian legal system.	2	They listen to lectures and read literature. In the exercises, independently and in a team, they analyze and make acts / Frontal teaching, Independent exercises, Workshop / group work - written	Students will be able to define certain types of legal regulations, as well as legal regulations issued by state and non-state bodies.	6 sati
		Principles for drafting legal regulations.	2, 4	They listen to lectures and read literature. In the exercises, independently and in a team, they analyze and make acts / Frontal teaching, Independent exercises, Workshop / group work - written	Students will be able to apply the general principles of nomotechnics in drafting legal regulations.	4 sata
		Writing 1st colloquium.	1		The student will have a repetition in the first class and a colloquium in the second.	2 sata
		Scope and hierarchy of legal regulations	3	They listen to lectures and read literature. In the exercises, independently and in a team, they analyze and make acts / Frontal teaching, Independent	The student will be able to distinguish the volume in technical from the volume in terms of content, and will be able to categorize legal regulations by legal force	4 sata

				exercises, Workshop / group work - written		
		Prerequisites for the adoption and drafting of legal regulations	4	They listen to lectures and read literature. In the exercises, independently and in a team, they analyze and make acts / Frontal teaching, Independent exercises, Workshop / group work - written	Students will be able to state and explain the importance of certain objective and subjective assumptions for the development of legal regulations.	4 sati
		Drafting and form of the final text of the legal regulation	5	They listen to lectures and read literature. In the exercises, independently and in a team, they analyze and make acts / Frontal teaching, Independent exercises, Workshop / group work - written	The student will be able to define parts of the final text of the legal regulation, and the form of the legal regulation that shapes its content.	6 sati
		Amendments and consolidated text of the legal regulation.	1	They listen to lectures and read literature. During the exercises, they analyze and draft acts independently and in a team	The student will be able to distinguish changes from amendments to the legal regulation, and how the consolidated text of the legal regulation is performed.	6 sati
		Corrections to legal regulations.	1	They listen to lectures and read literature. In the exercises, independently and in a team, they analyze and make acts / Frontal teaching, Independent exercises, Workshop / group work - written	Students will be able to explain how legal corrections are made	4 sati
		Legal acts in the European legal system. Writing the 2nd Colloquium.	5	They listen to lectures and read literature. At the seminars, they examine the structure of the state administration in the Republic of Croatia independently and in a team. / Frontal classes, Independent	The first part of the class will have a lecture on certain types of legal acts in the European legal system, and the second part of writing a colloquium	4 sati

				exercises, Workshop / group work - written		
3. EVALUATION OF STUDENTS' WORK						
3.1. Students' obligations	<p>In accordance with the Ordinance on studying and the Ordinance on assessment and evaluation of student work: for all full-time students attendance at a minimum of 70%. Part-time students are required to attend classes at least 50%. All students must prepare, present and positively colloquize a seminar paper.</p> <p>Students who achieved during the course:</p> <ul style="list-style-type: none"> • From 0 - 24.9% of ECTS credits - are graded F (unsuccessful) and cannot acquire ECTS credits, and must re-enroll in the course in the next academic year; • From 25 to 49.9% - they are graded FX (insufficient) and must pass and pass a written exam (test). The written exam (test) can be held in a regular or extraordinary exam period; • More than 50% - students have the right to access the final exam of the course. <p>Students can pass the final exam in the course in two ways: a) during classes through continuous monitoring of students (active participation in classes and the preparation and presentation of seminar papers and two colloquia); b) during classes (active participation in classes and preparation and presentation of seminar work) and taking exams (written and oral exam).</p>					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	2.5	Written exam	2 (without colloquia)	Projekt	
	Experimental work		Research		Praktični rad	0.5
	Essay		Report		Kontinuirana provjera	
	Colloquium	2 (without a written exam)	Seminar paper		(ostalo upisati)	
	Class activity		Oral exam	1 (without colloquia))	(ostalo upisati)	
3.3. Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:					
	<i>Obligation</i>		<i>Hours (estimate)</i>			
	Class attendance		60			
	Preparation of seminar paper and presentation		20			
	Preparation for the colloquium / exam through independent learning		100			

4. GRADING SYSTEM

4.1. Grading seminar papers	The evaluation element	Unsatisfactory	Satisfactory	Above average		
	Organization	The paper is not organized in a logical order and lacks structure.	The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion.	The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion, which are logically interconnected.		
	Terminology, writing style	Words and expressions low in line with official terminology. The writing style is not appropriate, the sentences are too long, of a modest vocabulary and with frequent and repeated grammatical errors.	Words and expressions are in line with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors.	Words and expressions are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.		
	Citing and referencing references	The sources are not listed at all. The references do not fit the topic and show a cursory approach to exploring the topic.	The sources are listed but incomplete and with errors. The references are relevant to the topic and show a satisfactory research attitude.	The sources are accurately, completely and consistently listed. The references are appropriate, their list is "rich" and comprehensive and shows a detailed research approach.		
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory	Above average		
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.	Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.		
4.3. Final grade according to evaluation elements	Active course attendance		70-75% of attendance	76-86% of attendance	87-100% of attendance	
			3 points	5 points	10 points	
	Seminar paper		2	3	4	5
			5 points	8 points	9 points	10 bodova
	Colloquia/ Written exam		2	3	4	5

			50-64,9%		65-79,9%		80-89,9%		90-100%		
			25 points		30 points		35 points		40 bodova		
	Oral exam		2		3		5		5		
			25 points		30 points		35 points		40 bodova		
4.4. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade							
		90 – 100%	5 (excellent)	A							
		80 – 89,9%	4 (very good)	B							
		65 – 79,9%	3 (good)	C							
		60 – 64,9%	2 (satisfactory)	D							
		50 – 59,9%	2 (satisfactory)	E							

5. ADDITIONAL COURSE INFORMATION

	Title	Broj primjeraka u knjižnici	Dostupnost putem ostalih medija
5.1. Compulsory literature (available in the library and via other media)	<p>Borković Ivo, Nomotehnika, Pravni fakultet u Splitu i Pravni fakultet u Osijeku, Split, 1996.</p> <p>Vuković, M., Vuković, Đ., Znanost o izradi pravnih propisa, Nomotehnika, Četvrto, izmjenjeno i dopunjeno izdanje, Informator, 1997.</p> <p>Jedinstvena metodološko-nomotehnička pravila za izradu akata koje donosi Hrvatski sabor „Narodne novine“74/15</p> <p>Ustav Republike Hrvatske , Narodne novine 85/10</p> <p>Ustavni zakon o Ustavnom sudu Republike Hrvatske, "Narodne novine" br. 99/99., 29/02.</p> <p>Zakon o Vladi Republike Hrvatske, "Narodne novine" br. 150/11., 119/14., 93/16., 116/18.</p>	<p>?</p> <p>?</p> <p>-</p> <p>-</p>	<p>-</p> <p>dostupno online</p>
5.2. Additional literature (at the moment of changes and/or amended of study programme)	<p>1. Poslovnik Ustavnog suda Republike Hrvatske, "Narodne novine" br. 181/03., 16/06., 30/08., 123/09., 63/10., 121/10., 19/13., 37/14., 2/15.</p> <p>2. Poslovnik Hrvatskog sabora, "Narodne novine" br. 81/13., 113/16., 69/17., 29/18., 53/20.</p> <p>3. Poslovnik Vlade Republike Hrvatske, "Narodne novine" br. 154/11., 121/12., 7/13., 61/15., 99/16., 57/17., 87/19.</p> <p>4. Statut županije</p> <p>5. Statut grada</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>dostupno online</p> <p>-</p>

<p>5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences</p>	<p>The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students' progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.</p> <p>Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.</p>
<p>5.4. Informing about the course and contacting the teacher</p>	<p>It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).</p>

6. GENERAL INFORMATION			
1.1. Course lecturer	Ivan Livaja	1.8. Course code in ISVU	142651
1.2. Course title	Databases in public administration	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(45+15+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate Professional Study Administrative Law	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Optional	1.12. Number of course revisions	2
1.6. Year of study	3 st	1.36.Modernization	Yes
1.7. Credit score (ECTS)	6	1.14. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	<ul style="list-style-type: none"> Understanding database application in shaping business processes in management Adopting and expanding knowledge in the field through: <ul style="list-style-type: none"> - Creating documentation in some parts of database in administration - Database Management - Logical data modelling - Organization of data in Database administration - Defining requirements Models of databases in social system 		
2.2. Terms of course entry and required competences	4 year secondary education completed; qualification level 4.2 according to the CROQF.		
2.3. Learning outcomes on the study programme level	LO5: To manage the human resources, office operations and various administrative processes and to establish the communication with different users of public administration		
	LO7: To analyze and to apply the basic rules in the field of IT administrative law and statistics on solving the expert problems in the area of public administration		
	LO8: To use and to develop the complex written and oral communication in Croatian and English language		
	LO9: To use specific computer skills in basic and advanced program packages for work in public administration		

	LO10: To organize and to implement a team work and to critically evaluate the opinions and attitudes of team members					
2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)				Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis	
	Define and analyze the application of information technologies in public administration, develop knowledge, skills and attitudes about the structures and organization of databases related to administration and its activity, and apply work with databases in administration.				4, 5	
	Classify and explain common features, similarities and differences between current and relevant information and communication technologies, and database structure and organization of law				4, 6	
	Implement database implementation procedures in administration and the judiciary and in other public services.				3, 5	
	Describe and make a diagram of the relational scheme of simpler databases, and the explanation to determine and plan the internal organization of the concrete.				2, 5	
	Propose and argue proposals for the application of databases in the administration				5	
2.5. Course content according to detailed curriculum schedule	Constructive allignement					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
		Introduction to Databases in administration	-	Listen to lectures. Work independently on computer, get to know course content and elearning documents.	-	10 h
		Introduction to Databases in administration	5, 8	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	At the midterm or the written / oral exam define the basic concepts of databases. They analyze databases in the field of administration.	8 h
		Organization of data in administration	5, 8	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	At the midterm or written / oral exam, they can define the physical modeling of the database. Practical work created and presented (using computer programs and sources of information technologies independently.)	8 h
		Organization of data in administration	5, 7	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	At the midterm or written / oral exam, they can define the physical modeling of the database. Practical work created and presented (using computer programs and sources of information technologies independently.)	14 h
		Relational database management system (DMBS)	5, 7, 8, 9	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	At the midterm or written / oral exam, they can define the physical modeling of the database. Practical work created and presented (using computer programs and sources of information technologies independently.)	12h

		Relational database management system (DMBS)	5, 7, 8, 9, 10	Write the colloquium.	-	14 h	
		Using and maintaining a database	5, 7, 8, 9, 10	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	At the midterm or written / oral exam, they can define the physical modeling of the database. Practical work created and presented (using computer programs and sources of information technologies independently.)	14 h	
		Conceptual modeling of data	5, 7, 8, 9, 10	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	At the midterm or written / oral exam, they can define the physical modeling of the database. Practical work created and presented (using computer programs and sources of information technologies independently.)	14 h	
		Logical data modeling	5, 7, 8, 9, 10	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	At the midterm or written / oral exam, they can define the physical modeling of the database. Practical work created and presented (using computer programs and sources of information technologies independently.)	10 h	
		Physical modeling of data	5, 7, 8, 9, 10	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	At the midterm or written / oral exam, they can define the physical modeling of the database. Practical work created and presented (using computer programs and sources of information technologies independently.)	10 h	
		Database management in administration	5, 7, 8, 9, 10	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	At the midterm or written / oral exam, they can define the physical modeling of the database. Practical work created and presented (using computer programs and sources of information technologies independently.)	10 h	
		Database models in the social system	5, 7, 8, 9, 10	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	At the midterm or written / oral exam, they can define the physical modeling of the database. Practical work created and presented (using computer programs and sources of information technologies independently.)	12 h	
		Introducing and administering database in administration	5, 7, 8, 9, 10	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	At the midterm or written / oral exam, they can define the physical modeling of the database. Practical work created and presented (using computer programs and sources of information technologies independently.)	14 h	
		Defense and presentation of the seminar, recurrence of colloquia		Write the colloquium.	Analysis of seminar papers	15 h	
		Defense and presentation of the seminar, recurrence of colloquia		Listen to lectures and read literature.	Analysis of seminar papers	15 h	

3. EVALUATION OF STUDENTS' WORK

3.1. Students` obligations	In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list. Students who have during the course achieved: <ul style="list-style-type: none">from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year;from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period;more than 50% - students have the right to take the final exam. Students cantake the final exam from the course in two ways: a) during the course ofteaching through continuous monitoring of students (active participationin classes and through two colloquia); b) by passing the exam (writtenand oralpart of the exam).					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	2,0	Written exam	3,0 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	0,5
	Colloquium	3,0 (without written exam)	Seminar paper		Other	
	Class activity		Oral exam	0,5	Other	
3.3. Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as: 7. Attending classes and exercises 75 hours 8. Preparing colloquia or exams through individual work 105 hours					
4. GRADING SYSTEM						
4.1. Grading seminar papers						
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average	
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.	
4.3. Final grade according to evaluation elements	Active course attendance	70-74,9% of attendance	75-79,9% of attendance	80-89,9% of attendance	90-100% of attendance	
		2 points	5 points	10 points	20 points	
	Colloquia/ Written exam	2	3	4	5	

			50-64,9%	65-79,9%	80-89,9%	90-100%
			25 points	30 points	35 points	40 points
	Oral exam		2	3	5	5
			25 points	30 points	35 points	40 points
4.3. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade		
		90 – 100%	5 (excellent)	A		
		80 – 89,9%	4 (very good)	B		
		65 – 79,9%	3 (good)	C		
		60 – 64,9%	2 (satisfactory)	D		
		50 – 59,9%	2 (satisfactory)	E		
5. ADDITIONAL COURSE INFORMATION						
5.1. Compulsory literature (available in the library and via other media)	Title				Number of copies in the library	Availability via other media
	An Introduction to Database Systems, 8th Edition; C.J. Date; Addison Wesley				7	
					5	
5.2. Additional literature (at the moment of changes and/or amended of study programme)	Teaching material and exercises					
	A First Course in Database Systems; J. D. Ullman, J. Widom; Prentice-Hall; 2007; ISBN: 9780136006374					
	Database Systems: A Practical Approach to Design, Implementation, and Management; T. M. Connolly, C. E. Begg; Addison Wesley; 2004					
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.					

5.4. Informing about the course and contacting the teacher	It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).
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1. GENERAL INFORMATION ON THE SUBJECT			
1.1 Course Title	Public relations and communication in public administration	1.8. Course code in ISVU	
1.2. Course holder	dr.sc. Zdravko Kedžo, senior lecturer	1.9. Course code in MOZVAG	
1.3. associates	none	1.10. Way of teaching (number of hours: L+E+S+eLearning)	(30+15+0)
1.4. Study program (professional, specialist graduate professional study)	professional	1.11. Application level of eLearning (1.,2.,3. level), Percentage of courses taken online (max. 20%)	1. level – materials available online 0%
1.Course status (O, I)	0	1.12. Ordinal number of changes and / or additions to the course description	5
1.6. Year of study	3 (VI semester)	1.13. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Point value (ECTS)	5	1.14. Percentage estimate of changes and / or additions in course program	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>

2. SUBJECT DESCRIPTION	
2.1. Course objectives	<p>The goal is that students based on theoretical knowledge and case studies:</p> <ul style="list-style-type: none"> • Gain knowledge of the basic concepts and laws of public relations • Understand the importance that this profession has (or may have) in the public sector

	<ul style="list-style-type: none"> • Gain theoretical knowledge about different presentation techniques and tools, but also master their training in order for participants to adopt a more efficient and convincing presentation; • Be able to use applied knowledge of how to plan and manage communications, • Overcoming fear and anxiety as well as gaining self-confidence and security in public speaking and presentation; introducing students to the most important aspects but also the relationships of verbal and nonverbal communication • Mastering the skills of organizing meetings, publicity and presentation, as well as the ability to create a crisis and communication plan. 	
2.2. Course enrollment requirements and entry competencies required for the course	Completed undergraduate studies	
2.3. Learning outcomes at the program level to which the course contributes	LO1: Use and connect professional terms in the field of public relations in written and oral communication with the professional public in Croatian and English.	
	LO2: Independently and responsibly search, interpret and integrate the relevant literature needed to draw conclusions.	
	LO3: Apply knowledge in the field of social sciences and communication to problems in the field of various skills and tools in public relations in public administrations	
	LO4: Analyze and interpret relevant facts from the area of general and specific public relations needed to draw conclusions.	
	LO5: Identify, anticipate and propose solutions to improve and more effectively apply different models of communication with the public as stakeholders in public administrations	
	LO6: Monitor trends in the development of presentation skills and public appearances in all forms of public action	
2.4. Expected learning outcomes at the course level (4-10 learning outcomes)	<i>Learning outcomes according to Bloom's taxonomy: (up to two verbs per LO)</i>	LO LEVEL: 1- recollection, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis
	1. Argue and detect the importance PR of in the modern public sector as well as the importance of media presentation of the public sector	1,2
	2. Select and creatively use the basic concepts of PR in designing a PR strategy for a specific organization in the public sector.	2,3
	3. Select and creatively use techniques and strategies for creating public identity	3
	4. Write and explain the principles, competencies and models of modern communication activities, communication content and presentation skills	3,4
	5. Recognize typical mistakes in public appearances and master avoidance techniques;	4
	6. Analyze and apply internal communication and public speaki	4,5
	7. Select and creatively use information placement skills through different channels to different audiences.	5
	8. Select and creatively use techniques to create a crisis communication plan and simulate communication management during a crisis.	5,6
	9. Identify, analyze, discover and evaluate the correct and incorrect structure and order of effective presentation and the rules of clear concise and convincing argumentation	6

	10. Evaluate and apply selected models of public appearances and presentations to "difficult audiences"	

2.5. Course content elaborated in detail according to the weekly schedule	Constructive alignment					
	Ordinal number	Thematic unit	Course LO	Content / teaching method	Evaluation	Time needed
	8	Introduction to the course and a detailed teaching curriculum.	-	Students listen to lectures.	-	2 hours
		Basic principles and models in communication sciences; message types;	1,	Students listen to lectures and read literature.	At the colloquium or written and oral exam, they define the basic concepts. They describe the place and role of communication as a science, recognize and describe the types of messages and models of public communication.	4
	9	Rules of preparation for public appearance and presentation	1,	Students listen to lectures and read literature.	At the colloquium or written and oral exam, they can enumerate, differentiate and give an example of good and unsuccessful public appearances due to (in) adequate preparations.	4
	10	Types of public relations in public administration	1, 2	Students listen to lectures and read literature.	At the colloquium or written and oral exam, they know how to define and describe the importance of analyzing the audience and the necessary adjustment of presentation skills according to the reach and capabilities of the recipients of messages.	4
	11	Analysis of the audience and their expectations from public administrations	3, 4	Students listen to lectures and read literature. In the seminar classes, individually and in pairs, they solve case studies, which show the acquisition of previously acquired knowledge and present the acquired knowledge and their own ideas, discuss problems.	At the colloquium or written and oral exam, they know how to define what stage fright is, how it occurs, what are the most effective ways to combat it, and how much and why the fear of public appearance is justified. Case study solved.	10
	12	Overcoming of fear and stage freight	3,4	Students listen to lectures and read literature. At the seminar classes, individually and in groups, they research the content of this thematic topic and, based on research and practical exercises, prepare a seminar paper which presents the acquired knowledge and presents their own ideas and ways to solve problems.	At the colloquium or written and oral exam, they know how to define and describe basic concepts, but also the skills of gaining the necessary self-confidence in various public appearances. Prepared and presented seminar paper (independent use of computer programs).	10

	13	Proper use of speech and body in public speaking	2,3,4	<p>Students listen to lectures and read literature.</p> <p>At the seminar classes, they research the content of this thematic area and, on the basis of theoretical assumptions and completed practical exercises, prepare a seminar paper which presents the acquired knowledge and presents their own ideas.</p>	<p>At the colloquium or written and oral exam, they know how to define and describe, but also practically present all the most important characteristics of verbal and non-verbal communication in public appearances and presentation skills.</p> <p>Prepared and presented seminar paper (independent use of computer programs).</p>	8
	14	Verbal tools in presentation. Voice as a tool in public speaking and presentation	3, 4, 5	<p>Students listen to lectures and read literature.</p> <p>In the seminar classes, they individually research the content of this thematic area by searching the database and on the basis of it and the read literature they make a seminar paper which presents the acquired knowledge and presents their own ideas and ways to solve problems.</p>	<p>At the colloquium or written and oral exam, they can define and describe the characteristics and forms of verbal public appearances and list and describe all the features and possible shortcomings of the voice as a powerful tool in all public verbal appearances.</p> <p>Prepared and presented seminar paper (independent use of computer programs).</p>	10
	15	Structure and order of effective presentation - rules of clear and convincing argumentation	3, 4, 5	<p>Students listen to lectures and read literature.</p> <p>In the seminar classes, individually and in groups, they research the content of this thematic area and prepare a seminar paper which presents the acquired knowledge and presents their own ideas and ways to solve problems.</p>	<p>At the colloquium or written and oral exam, they know how to define the structure of public appearances and legality in the order of presentation skills and describe the types and necessary rules that achieve clarity and persuasiveness of message transmission.</p> <p>Prepared and presented seminar paper (independent use of computer programs)</p>	4

	16	Typical mistakes in public appearances	4, 5	Students listen to lectures and read literature. In the seminar classes, individually and in groups, they research the content of this thematic area and prepare a seminar paper which presents the acquired knowledge and presents their own ideas and ways to solve problems.	At the colloquium or written and oral exam, they can identify, define and describe common mistakes in public appearances as well as the most common reasons for their occurrence as well as suggestions for their avoidance. Prepared and presented seminar paper (independent use of computer programs).	6
	17	Using different communication channels to relate to different audiences	4, 5	Students listen to lectures and read literature. In seminar classes, they solve a case study.	. At the colloquium or written and oral exam, they can define and describe the basic concepts of adopted norms and established but also official rules on dress, make-up and generally appearance suitable for different types of public appearances. Also, distinguish the appropriateness of different aids as tools in presentation skills	8
	18	What about "heavy" audience	4, 5,	Students listen to lectures and read literature. In seminar classes, they solve a case study.	At the colloquium or written and oral exam, they can define and describe the basic concepts of the types and characteristics of different audiences and predict their possible behaviors as recipients of messages in public appearances. Case study solved.	8
	19	Use of media as a condition of communication in public	5, 6,7	Students listen to lectures and read literature. They use multimedia and networking. In the seminar classes, they individually research the content of this thematic area and prepare a seminar paper which presents the acquired knowledge and presents their own ideas and ways to solve problems.	They listen to lectures and read literature. They use multimedia and networking. In the seminar classes, they individually research the content of this thematic area and prepare a seminar paper which presents the acquired knowledge and presents their own ideas and ways to solve problems.	10
	20	Crisis communication in public administration	7,8,9	Students listen to lectures and read literature. In the seminar classes, individually and in groups, they prepare work in which they present the acquired knowledge and present their own ideas and ways to solve problems.	At the colloquium or written and oral exam, they know how to define and describe basic concepts and clearly know how to distinguish elements of learned craft skills from the usually wrong assumptions about talent as the only and most important element of presentation skills. Prepared and presented seminar paper (independent use of computer programs).	6
	21	Public relations and public appearances in a social, artistic, business and political context	8,9,10	Students listen to lectures and read literature.	At the colloquium or written and oral exam, they can describe and critically judge the importance and success of public appearances and especially	6

					presentation skills in these and many other social and business environments.	
	22	Concluding remarks. Repetition and exam preparation.		Students listen to the lecture and prepare individually for the exam.		20

3. STUDENT WORK EVALUATION

3.1. Student obligations	<p><i>In accordance with the Ordinance on studying and the Ordinance on grading and evaluation of student work: for all full-time students, attendance at a minimum of 70%. Part-time students are required to attend classes at least 50%. All students must prepare, present and positively colloquize a seminar paper.</i></p> <p><i>Students who achieved during the course:</i></p> <ul style="list-style-type: none"> From 0 - 24.9% of ECTS credits - are graded F (unsuccessful) and cannot acquire ECTS credits, and must re-enroll in the course in the next academic year; From 25 to 49.9% - they are graded FX (insufficient) and must pass and pass a written exam (test). The written exam (test) can be held in a regular or extraordinary exam period; More than 50% - students have the right to access the final exam of the course. <p>Students can pass the final exam from the course in two ways: a) during classes through continuous monitoring of students (active participation in classes and making a mental map and solving case studies, making and presenting a seminar paper and two colloquia); b) during classes (active participation in classes and preparation of a mental map and solving case studies, preparation and presentation of seminar work) and taking exams (written and oral part of the exam).</p>					
3.2. Student work monitoring (enter the share of ECTS credits for each activity so that the total number of ECTS credits corresponds to the credit value of the course)	Class attendance		Written exam		Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous checking	
	Colloquia	3 (without a written and oral examination)	Seminar paper	0,5	(enter the rest)	
	Teaching activities	0,5	Oral exam	1 (without a colloquium)	(enter the rest)	
3.3. Student workload	The student's workload on all bases is 1 ECTS credit 30 hours of work per semester and is estimated as:					
	<i>Obligation</i>			<i>Hours (estimate)</i>		
	Class attendance			45		
	Preparation of seminar paper and presentation			10		
	Preparation for the colloquium / exam through independent learning			65		

1. EVALUATION FORMING

4.1. Seminar paper evaluation	Evaluation element	Bad		Satisfying		Above average		
	Organization	The paper is not organized in a logical order and lacks structure.		The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion.		The paper is well structured with a clear distinction between the introduction, the main part of the text and the conclusion, which are perfectly logically interconnected.		
	Terminology, writing style	Words and expressions low aligned with official terminology. The writing style is not appropriate, the sentences are too long, of modest vocabulary and with frequent and repeated grammatical errors.		Words and expressions are aligned with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors.		Words and expressions are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.		
	Citing and citing references	Sources are not listed at all. References do not fit the topic and show a superficial approach to researching the topic.		Sources are cited, but incomplete and with errors. The references are relevant to the topic and show a satisfactory research attitude		The sources are accurate, complete and consistent. The references are appropriate, their list is "rich" and comprehensive and shows a detailed research approach.		
4.2. Assessment of colloquium / written and oral part of the exam	Bad		Satisfying			Above average		
	He/she corresponds from memory, without deeper understanding. He/she does not know and does not apply basic terms and concepts. He/she does not know how to apply or explain the content of the course with examples.		He/she reproduces basic concepts and easily transfers new knowledge, understands the material, explains terms and concepts that he supports with examples.			Knowledge is at the level of analysis, synthesis and evaluation. He/she notices the laws, accurately and thoroughly explains the content of the material and logically connects and explains the terms and concepts that he supports with examples. Finds solutions that were not originally given. Observes correlations with related material.		
4.3A final grade forming according to the elements of evaluation	Active class attendance	70-75% presence		76-86% presence		87-100% presence		Mental map created Solved case studies
		2 points		4 points		7 points		3 points
	Seminar paper	2		3		4		5
		5 points		7 points		8 points		10 points
	Colloquium / Written part of the exam	2		3		4		5
		50-64,9%		65-79,9%		80-89,9%		90-100%
		25 points		30 points		35 points		40 points

	Oral part of the exam		2	3	5	5
			25 points	30 points	35 points	40 points
4.4.A final grade forming based on absolute distribution		Percentage of acquired knowledge, skills and competencies (teaching + final exam)	Numerical grade	ECTS grade		
		90 – 100%	5 (excellent)	A		
		80 – 89,9%	4 (very good)	B		
		65 – 79,9%	3 (good)	C		
		60 – 64,9%	2 (sufficient)	D		
		50 – 59,9%	2 (sufficient)	E		
5. DODATNE INFORMACIJE O PREDMETU						
5.1. Required literature (available in the library and through other media)	Title				Number of copies in the library	Availability through other media
	Tkalac Verčić, A. (2015). Odnosi s javnošću. Zagreb: Hrvatska udruga za odnose s javnošću.					Available online
	Brown, J., Gaudin, P., Moran, W. (2016). Odnosi s javnošću i komunikacija u lokalnoj upravi i javnim službama. Beograd: Clio					
	Kedžo, Z.: Materijali s predavanja					
5.2. Supplementary literature (at the time of applying for changes and / or supplements to the study program)	Španjol Marković, M.: Moć uvjeravanja, Profil, Zagreb, 2008. Demertefly Lančić, R. (2010), Novi mediji i odnosi s javnošću. Medijske studije.					Available on-line
5.3. Ways of monitoring quality that ensure the acquisition of output knowledge, skills and competencies	Quality control of students' work and acquisition of necessary knowledge and skills will be ensured through interactive work. Keeping records of students' attendance and activities in teaching and information on student progress through the colloquium will provide the information needed for further instructions to students in order to increase the efficiency of their work. Students will be instructed in their rights and obligations and methods of work and the necessary literature. Quality Assurance System Indicators: Student Survey, monitoring of annual data from the HZZZ on the annual employment status of students, employer and Alumni surveys.					

5.4. Informing about the course and contacting the teacher

It is the obligation of each student to be regularly informed about the course, the course of classes and activities in the classroom. All notifications about the teaching or possible postponement of classes will be published in a timely manner on the e-learning pages of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while short questions and explanations can be addressed during classes. It is also possible to ask questions by e-mail (from the official e-mail address on the domain @vus.hr) which will be answered as soon as possible (no later than five working days from the receipt of the e-mail).

1. GENERAL INFORMATION ON THE CASE			
1.1. Subject name	PROFESSIONAL PRACTICE	1.8. Course Code in the ISVU	
1.2. Case holders	Ivan Rančić, mag.iur., v.pre.	1.9. MOZVAG College Code	
1.3. Colleagues		1.10. Method of teaching (number of hours P + V + S + e-learning)	
1.4. Study programme (professional, specialist graduate professional study)	Professional undergraduate study Administrative study	1.11. Level of application of e-learning (level 1, 2, 3), Percentage of courses conducted online (max 20%)	tier 1 – materials available online, 0%
1.5. College status (O, I)	Mandatory	1.12. Sequence number of amendments and/or supplements to the college description	
1.6. Year of study	3rd study year	1.13. Modernisation	Yes.
1.7. Point value (ECTS)	15	1.14. Assessment of the percentage of amendments and/or supplements college programmes	Less than 20% <input checked="" type="checkbox"/> x More than 20% <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Objectives of the college	The basic goal of the course is to introduce students to practical work in public law bodies. The aim is to train students to understand the structure of public bodies, how they function and work. Thanks to previously acquired theoretical knowledge and practical teaching, students are trained to work in the public administration in the positions of professional bachelor of the public administration.		
2.2. Conditions for admission of the college and the input	You enrolled THE semester.		

competences required for the college						
2.3. Learning outcomes at programme level to which the college contributes	IU 3, 5, 6, 8, 9, 10, 11 and 12					
2.4. Expected learning outcomes at college level (4-10 learning outcomes)	Learning outcomes according to Bloom taxonomy: (up to two verbs per IU)					Level IU: 1 - a memory, 2 - Understanding, 3 - use, 4-analysis, 5-evaluation, 6-synthesis
	Analyse the organisation of a body governed by public law and evaluate the importance of such organisation.					4,6
	Identify the administrative affairs of the public authority.					4
	Select the relevant legal Regulation to carry out a specific action.					6
	Analyse the administrative procedures at first instance.					4
	Evaluate legal remedies in administrative proceedings.					6
	Categorize the necessary competencies of officials in public law bodies for the performance of administrative tasks.					5
	Analyze and reconsider the manner in which public law bodies provide public services and the relationship between public law officials and citizens.					4, 6
2.5. Content of the course elaborated in detail according to the lesson hourly rate	Constructive alignment					
	R.B.I.	Thematic Unit	And in the course	Content/method of teaching	Valuation	Required time
		Performance of professional practice.	1-7	Students become acquainted with the structure and scope of the public legal body, the	A journal of professional practice was prepared and presented.	450

				<p>legal regulations relevant to its work, the tasks it performs within its scope, and in particular the administrative tasks, administrative procedure and adoption of the administrative act, and the tasks performed by the bachelors of the public administration. Students also get acquainted with the competence of the official to perform administrative tasks, the manner of providing public services, the attitude of the public law body towards citizens and other relevant aspects of the public law body.</p> <p>All appropriate teaching methods are used in this heart.</p>		
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3. EVALUATION OF STUDENT WORK

3.1. Obligations of the student	<p>The obligations of students of polytechnics in performing professional practice as well as the conditions and manner of conducting professional practice in professional studies of polytechnics in Sibenik are laid down in the Ordinance on professional practice. This point also describes it in a concise form. Students are obliged to carry out professional practice. The student performs professional practice in a public law body determined by the holder of the course. In order for a student to be accepted for professional practice, the holder of the course signs a referral for professional practice (Annex 2 of the Ordinance on professional practice). The professional practice is conducted under the supervision of an authorised person. During the performance of the professional practice, the student is obliged to perform the tasks and tasks entrusted to him conscientiously and honestly, and is obliged to comply with the legal regulations of the legal entity in which he performs the practice, to comply with the prescribed occupational safety measures, work obligations and safety measures, and to preserve the property of the legal entity in which he performs the professional practice and to ensure that his conduct or her does not harm the legal entity and the Polytechnic. During the performance of the professional practice, the student draws up a journal of professional practice (Annex 4 of the Ordinance on professional practice). Upon completion of the professional practice, the mentor shall sign it. After successfully completed professional practice, the authorised person in the legal entity in which the student performs the practice signs and certifies to the student a certificate of completed professional practice (Annex 5 of the Ordinance on professional practice) in his part of the certificate. The student shall submit the journal of professional practice and the certificate of professional practice to the lecturer immediately upon completion of the professional practice, and at the latest</p>
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	<p>by the end of the current academic year. If the holder of the course of Professional practice accepts the journal of Professional practice, he shall enter the index “satisfied” in the certificate of completed professional practice. If the holder of the course Professional practice does not accept the journal of Professional practice, he shall enter “not satisfied” in the certificate of completed professional practice and the student shall re-enter the course Professional practice in the next academic year.</p> <p>The exercise of professional practice shall be terminated where there are reasonable grounds and shall continue when such grounds cease to exist. The student or mentor shall be informed of the existence or termination of the same college holders immediately upon their occurrence or upon becoming aware of the existence of such reasons.</p> <p>A student may be recognised as a course of Professional practice if he or she is working or has worked on tasks which, in terms of content and complexity, correspond to the intended practice. In order for the College of Professional practice to be recognised as a student, a written <i>application for recognition of a professional practice</i> (Annex 3 of the Ordinance on Professional practice) and a certificate from the legal entity with which he or she works should be submitted to the College holder in the semester in which he or she is required to perform the professional practice. The certificate shall contain the job title, a detailed description of the job title and the start date as well as the end date of the work if the employment relationship has ceased. The recognition of professional practice shall be decided by the holder of the college.</p>					
3.2. Monitoring student performance (enter the share of ECTS credits for each activity so that the total number of ECTS credits corresponds to the percentage value of the course)	Attendance		Written exam		Project	
	Experimental work		Research		Practical work	
	Essay		Referral		Continuous verification	
	Colloquiums		Seminar work		Execution of a professional bang	12 ECTS
	Teaching activities		Oral exam		Writing of journals of professional practice	3 ECTS
3.3. Student workload	The workload of a student on all grounds is 1 ECTS point 30 hours in the semester and is estimated as:					
	Appointment			Hours (estimate)		
	Attending a practice			360		
	Writing of journals of professional practice			90		
	Total			450		
4. FORM RATING						
4.1. Evaluation of seminar work	/					

4.2. Assessment of the colloquium/written and oral part of the examination	/		
4.3. Preparation of final evaluation according to evaluation elements	No grades. Professional practice is assessed descriptively (“satisfied” or “not satisfied”).		
4.4. Forming a final score based on absolute distribution	/		
5. MORE INFORMATION ABOUT THE SUBJECT			
5.1. Mandatory literature (available in the library and via other media)	Title	Number of copies in the Library	Accessibility via other media
	Legal regulations and literature of professional undergraduate study Administrative study. Legal provisions relevant to the operation of a public body.		
5.2. Supplementary literature (at the time of application for amendments to the study programme)	Legal regulations and literature of professional undergraduate study Administrative study. Legal provisions relevant to the operation of a public body.		
5.3. Quality monitoring methods ensuring the acquisition of exit knowledge, skills and competences	Quality control of student work and acquisition of necessary knowledge and skills will be ensured through interactive work. Keeping a record of students' attendance and activity in teaching and the information obtained on student progress through the colloquium will provide information necessary for further guidance to students in order to increase the efficiency of their work. Students will be informed of their rights and obligations, working methods and necessary literature. Indicators of quality assurance system: student survey, monitoring of annual data with HZZZ on the annual employment status of students, employer survey and Alumni association.		
5.4. Providing of information relating to colleges and contact with teachers	It is the obligation of every student to be regularly informed about the course, the course and the teaching activities. All notices on the holding of classes or the possible postponement of classes will be published in a timely manner on the e-learning pages of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour a week), while short questions and explanations can be addressed during classes. You can also ask questions by e-mail (from the official e-mail address at @vus. hr), which will be answered as soon as possible (no later than five working days from the receipt of the e-mail).		

1. GENERAL INFORMATION			
1.1. Case holders	-	1.8. Course Code in the ISVU	
1.2. Subject name	Final Thesis	1.9. MOZVAG College Code	
1.3. Colleagues	-	1.10. Method of teaching (number of hours P + V + S + e-learning)	-
1.4. Study programme (professional, specialist graduate professional study)	Professional undergraduate study Administrative study	1.11. E-learning application level (level 1, 2, 3), percentage of courses conducted online (max 20%)	tier 1 – materials available online, 0%
1.5. College status (O, I)	Mandatory	1.12. Sequence number of amendments and/or supplements to the college description	4
1.6. Year of study	3.	1.13. Modernisation	Yes.
1.7. Point value (ECTS)	10	1.14. Assessment of the percentage of college programme amendments and/or supplements	Less than 20% X More than 20% <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Objectives of the college	The aim of the course is to successfully apply the acquired knowledge in solving tasks related to the profession within the given topic, thereby deepening theoretical knowledge acquired through the study programme at the level of the profession it acquires. The aim of the course is also to develop the ability of students to independently approach in processing and solving complex and practical problems in the profession. Students develop the capacities of independent analysis of research results as well as the skills of writing and presenting independent work.		
2.2. Conditions for admission of the college and the input competences required for the college	Semester enrolled		
2.3. Learning outcomes at programme level to which the college contributes	The learning outcomes of the course final paper depend on the subject and course chosen by the student.		
2.4. Expected learning outcomes at college level (4-10 learning outcomes)	Learning outcomes according to Bloom taxonomy: (<i>up to two verbs per IU</i>)		Level IU: <i>1 - a memory,</i> <i>2 - Understanding,</i> <i>3 - use,</i> <i>4 - analysis,</i> <i>5 - evaluation,</i>

						6 - Synthesis
	To choose a topic and analyse the problem					4
	To analyse and sublimate relevant data from the literature and other data sources					3
	To formulate and analyse the context of the research					6,4
	To select and apply the research methodology and write the Final thesis					5
	To evaluate and present the results of the research or solution to the problem					6
2.5. Content of the course elaborated in detail according to the lesson hourly rate	-					
3. EVALUATION OF STUDENT WORK						
3.1. Obligations of the student	Students are obliged to write the final paper under the guidance of a selected or assigned mentor. The student is required to present and defend the final paper before the evaluation and Defence Committee.					
3.2. Monitoring student performance (enter the share of ECTS credits for each activity so that the total number of ECTS credits corresponds to the percentage value of the course)	Attendance		Written exam		Project	
	Experimental work		Research		Practical work	
	Essay		Referral		Presentation	
	Colloquiums		Seminar work		Written part of the final paper	7
	Teaching activities		Oral exam		Oral defence of the final paper	3
3.3. Student workload	The workload of a student on all grounds is 1 ECTS point 30 hours in the semester and is estimated as:					
	Appointment			Hours (estimate)		
	Written part of the final paper			210		
	Oral defence of the final paper			90		
4. FORM RATING						
	Valuation element	Bad	Satisfactory		Above average	

4.1. Assessment of the final work	Organisation	The work is not organized in logical order and lacks structure.	The work is well structured with a clear distinction between the introduction, the main part of the text and the conclusion.		The work is well structured with a clear distinction between the introduction, the main part of the text and the conclusion that are perfectly logically linked to each other.	
	Terminology, writing style	Words and expressions low in accordance with official terminology. The style of writing is inappropriate, sentences are long, modest vocabulary and with frequent and repeated grammatical errors.	Words and expressions are consistent with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors.		Words and expressions harmonize with official terminology and show an understanding of their meaning. The style of writing is excellent, sentences are clear and concise, vocabulary is rich and there are no grammatical mistakes.	
	Quoting and referencing	Sources are not listed at all. References do not match the subject and show a superficial approach to topic research.	Sources are listed, but incomplete and with errors. References are appropriate for the subject and show a satisfactory research attitude.		The sources are accurate, complete and consistent. References are appropriate, their list is “rich” and comprehensive and shows a detailed research approach.	
4.3. Preparation of final evaluation according to evaluation elements						
	Written part of the final paper	2	3		4	5
		5 points	10 points		15 points	20 points
	Oral part of the final paper	2	3		5	5
		5 points	10 points		15 points	20 points
4.4. Forming a final score based on absolute distribution	Percentage of knowledge, skills and competences acquired		Numerical rating		ECTS score	
	90 – 100%		5 (Excellent)		AND	
	80 – 89,9%		4 (very good)		B	

	65 – 79,9%	3 (Good)	C
	50 – 64,9%	2 (sufficient)	D
5. MORE INFORMATION ABOUT THE SUBJECT			
5.1. Mandatory literature (available in the library and via other media)	Title	Number of copies in the Library	Accessibility via other media
	Ordinance on final work	-	
	Instructions for writing seminar and final papers		
	Books and professional literature in the field of writing finals		
	Websites in the field of the topic of finishing work	-	-
5.2. Supplementary literature (at the time of application for amendments to the study programme)	-	-	-
5.3. Quality monitoring methods ensuring the acquisition of exit knowledge, skills and competences	Quality control of student work and acquisition of necessary knowledge and skills will be ensured through interactive work. Keeping a record of students' attendance and activity in teaching and the information obtained on student progress through the colloquium will provide information necessary for further guidance to students in order to increase the efficiency of their work. Students will be informed of their rights and obligations, working methods and necessary literature. Indicators of quality assurance system: student survey, monitoring of annual data with HZZZ on the annual employment status of students, employer survey and Alumni association.		
5.4. Providing of information relating to colleges and contact with teachers	It is the obligation of every student to be regularly informed about the course, the course and the teaching activities. All notices on the holding of classes or the possible postponement of classes will be published in a timely manner on the e-learning pages of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour a week), while short questions and explanations can be addressed during classes. You can also ask questions by e-mail (from the official e-mail address at @vus. hr), which will be answered as soon as possible (no later than five working days from the receipt of the e-mail).		

8. LIST OF COURSES TAKEN WHOLE OR IN PART IN ENGLISH

Course	Professor	Lecturing	PE	ECTS
Introduction to the theory of law	S. Veštić Mirčeta	3	1	5
Introduction to administration	I. Rančić	3	1	5
Basics of civil law	V. Jurin Bakotić	3	1	5
Administrative procedural law	A. Lalić	3	1	5
Financing of public administration	J. Žaja	3	1	5
Basics of international law	Lj. Runjić / M. D. Burić	3	1	5
Law of the European Union	Lj. Runjić / M. D. Burić	3	1	5
Law of international organizations	Lj. Runjić / M. D. Burić	3	1	5
Databases in public administration	I. Livaja	3	1	5
English in administration I-IV	I. Bratić	2	1	3
Statistics	I. Beljo	2	1	3
Management of companies	D. Zlatović	3	1	5

9. OBJECTIVES OF THE STUDY PROGRAM

Professional undergraduate study Administrative study at the Polytechnic in Šibenik is carried out with the aim of meeting the needs of the labor market for personnel in state administration bodies, regional (regional) and local self-government bodies, judicial bodies, legal entities with public powers or performing public service, various non-governmental organizations and political parties. as well as in economic entities and institutions in the territory of the Republic of Croatia. The study program of this study corresponds to the general and special needs for knowledge, skills and competences of employees in the public sector.

The subjects of this administrative study provide basic knowledge about the legality of social knowledge in relation to administrative organizations and management activities. The acquired knowledge can serve as a starting point for further deepening knowledge about administration and the management process. Students are provided with the latest scientific and professional knowledge related to the development of public administration in Croatia and the world, familiarization with the most modern management methods, models of the organization of state and public administration around the world, principles that are developed and incorporated into the functioning of modern administration. A candidate for a professional undergraduate administrative study with an education profile responds to the needs of modernization of the largest number of professional staff in state administration, the judiciary and economic entities, and is expected to acquire the ability to solve numerous practical problems that may arise in work in public administration. Professional study consists of six semesters. The first two years (four semesters) of basic administrative and legal education. In the fifth semester, specialist courses are taught, while in the sixth semester, one course is taught and a semester-long professional practice and final thesis are carried out.

10. COMPETENCES

Competences acquired at the level of the study program consist of knowledge and skills:

a) general competences:

- information management skills (ability to collect information from different sources)
- ability to analyze, synthesize and evaluate
- oral and written business communication in the mother tongue and at least one foreign language
- the ability to use information and communication technologies
- the ability to solve more demanding problems
- the ability to make independent decisions
- critical and self-critical abilities
- ability to work in interdisciplinary teams
- public speaking skills
- ethical behavior in an intercultural environment
- the ability to think creatively
- ability to apply knowledge in practice
- research skills
- planning and project management
- management and organizational skills.

b) special competences:

- knowledge and understanding of the peculiarities of the organization and functioning of the public administration system in the context of the international and national legal system;
- analyzing and interpreting the normative framework and rules in the field of public administration;
- design and presentation of approaches in solving specific problems characteristic of work in public administration;
- choosing the rules of the administrative procedure or administrative dispute in a specific legal case;
- proposing to take procedural actions in the administrative procedure or administrative dispute;
- independent management and management of projects and drafting of normative acts;;
- independent drafting of specific acts from the scope of public law bodies and other legal entities;
- critical assessment and comparison of the functioning of public administration at the European, state, regional and local level;
- communication between public law bodies;
- assuming personal and team responsibility when making decisions in unpredictable circumstances in administrative proceedings;
- showing high morality, responsibility, conscientiousness in work and behavior in accordance with firm ethical principles when solving administrative tasks.

11. LEARNING OUTCOMES OF THE STUDY PROGRAM

(LO + number)

1. Connect the basic concepts of different branches of law and generalize the issues of work in public administration
2. Analyze the interference of international, European and national law
3. Analyze and critically assess the structure and functioning of the state government in the Republic of Croatia and the structure, bodies and way of functioning of the European Union, and evaluate trends in the contemporary development of public administration
4. Analyze the impact of social processes on constitutional arrangements and administrative systems, especially processes of globalization, Euro-integration, transition, urbanization, regionalization and decentralization
5. Manage official potential, office operations and various administrative processes and establish communication with users of public services
6. Evaluate the effects of the actions of public administration bodies and organizations and other government entities at different levels on the lives of citizens
7. Break down and apply basic rules in the field of IT administrative law and statistics to solving professional problems in the field of public administration
8. Use and develop complex written and oral communication in Croatian and English
9. Use specific computer skills in basic and advanced packages applied to work in public administration
10. Organize and implement work in the team, and critically evaluate the opinions and attitudes of the team's stakeholders
11. Independently and responsibly search, interpret and apply relevant literature and legal rules for the drafting and adoption of regulations and acts in administrative and other legal proceedings, administrative disputes and the actions of state authorities, i.e. administrative
12. Independently compile acts and submissions and undertake basic procedural actions in administrative and other legal proceedings and in administrative disputes
13. To predict the future development of the national constitutional arrangement and administrative system at different levels

UNIVERSITY OF APPLIED SCIENCES ŠIBENIK

Dean

Ph.D. Ljubo Runjić, prof.

Šibenik, July 7, 2025.

